



Executive Committee

**Wednesday, January 15, 2020
2:00 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

**Public Agenda
Executive Committee
Wednesday, January 15, 2020**

Approval of Public Agenda**Adoption of Minutes**

Executive Committee - Public - Dec 4, 2019 11:45 AM

Administration Reports

EX20-1 2020 Municipal Election Report

Recommendation

That the Executive Committee recommend that City Council:

1. Approve Option 1 for the regular polling areas and polling places as outlined in Appendix B and B1.
2. Approve the use of mobile and special polls for serving voters at the institutions defined under section 29 of *The Act*.
3. Approve the special, advance and mobile polls and hours as outlined in Appendix D.
4. Approve the rates of remuneration for election officials summarized in Appendix E.
5. Approve the names of candidates on the Mayor and Councillor ballots be listed in alphabetical order by surname and that according to section 9.2 of *The Act* the occupation of each candidate not be required to be listed on the ballots.
6. Direct the City Solicitor to amend Schedule 'A' in *The Automated Vote Counting Bylaw, Bylaw No. 10197* to reflect the removal of 'occupation' from the ballot and bring back the amending bylaw for review at the City Council meeting scheduled to take place on February 26, 2020 meeting.
7. Approve these recommendations at its January 29, 2020 meeting.



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EX20-2 New Employee Code of Conduct, Theft and Fraud Policy and Whistleblower Policy

Recommendation

That the Executive Committee recommend that City Council:

1. Direct the City Solicitor to amend Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw* so that:
 - (a) the code of conduct and disclosure rules in the Bylaw will no longer apply to any City employees as these rules will be replaced with a corporate policy approved by the City Manager;
 - (b) with the exception of the City Manager, City Clerk and City Solicitor, the process in the Bylaw for disclosing conflicts of interest and dealing with violations will no longer apply to City employees but will be governed by the corporate policy;
 - (c) the City Manager, City Clerk and City Solicitor will be subject to the code of conduct and disclosure rules in the new corporate policy but the process for dealing with disclosures of conflicts of interest and violations by these three positions will still be in the Bylaw and will include the following:
 - (i) the City Manager will review and provide direction on disclosures made by the City Clerk and City Solicitor as well as deal with complaints with respect to these positions, although any disciplinary action involving termination would be decided by the Executive Committee;
 - (ii) the Mayor will review and provide direction on disclosures made by the City Manager;
 - (iii) the Executive Committee will retain the authority to deal with any complaints with respect to the City Manager including taking any disciplinary action for violations;
 - (d) the code of conduct and disclosure rules and process for dealing with disclosures and violations in the Bylaw will continue to apply to non-council members on boards and committees established by Council;
 - (e) the references to the former legislation, *The Urban Municipality Act, 1984* will be updated to reflect the equivalent *Cities Act*



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provisions and other outdated references will be updated, including attaching the disclosure of land holdings form which is filled out by non-council members on those boards and committees specifically outlined in the Bylaw.

2. Approve the repeal of the “Employment of Relatives Policy” that was approved in 1990 as it will be replaced with a section on employment of relatives in the new corporate policy approved by the City Manager.
3. Direct the City Solicitor to amend Bylaw 2003-70, being *The City Manager’s Bylaw* to expressly authorize the City Manager to establish an employee code of conduct under the powers, duties and function of the City Manager to coincide with the City Manager’s general authority over employees.
4. Approve the repeal of the “Employment of Relatives Policy” and the amendments outlined in recommendations 1 and 3 to come into force on March 1, 2020.
5. Approve these recommendations at its January 29, 2020 meeting.

EX20-3 2019 Review of Public Outstanding Items

Recommendation

It is recommended that Executive Committee:

Delete the following items from the list of outstanding items for City Council and Executive Committee:

<u>Item</u>	<u>Committee</u>	<u>Subject</u>
MN14-4	City Council	Outdoor Pools Facility Plan Update
CM16-2	City Council	Notice of Intention to Designate Municipal Heritage Property 13 Leopold Crescent - Watchler (2nd) Residence
CR18-36	City Council	Placemaking: Street Painting Project Update
CR18-105(1)	City Council	Council Committee Recommendations
CM18-15(4)	City Council	Public Safety and Traffic Delay – Grade Rail Crossings on Ring Road between Winnipeg Street and McDonald Street



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EX17-26	Executive Committee	Safety in School Zones
EX19-24	Executive Committee	Councillor Lori Bresciani: Regulation of Massage Parlours
EX19-31	Executive Committee	Council and Committee Report Templates
MN16-9	Executive Committee	Councillor Shawn Fraser: Neighbourhood Plans
MN17-10	Executive Committee	Councillor Stevens: Access Without Fear City

Resolution for Private Session

AT REGINA, SASKATCHEWAN, WEDNESDAY, DECEMBER 4, 2019

AT A MEETING OF EXECUTIVE COMMITTEE

HELD IN PUBLIC SESSION

AT 11:45 AM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Councillor Jerry Flegel, in the Chair
Mayor Michael Fougere
Councillor Lori Bresciani (Teleconference)
Councillor Sharron Bryce
Councillor John Findura
Councillor Bob Hawkins
Councillor Jason Mancinelli
Councillor Joel Murray
Councillor Mike O'Donnell
Councillor Andrew Stevens
Councillor Barbara Young

Also in Attendance: City Clerk, Jim Nicol
Council Officer, Ashley Thompson
City Manager, Chris Holden
City Solicitor, Byron Werry
Exec. Dir., Citizen Experience, Innovation & Performance, Louise Folk
Exec. Dir., Financial Strategy & Sustainability, Barry Lacey
Exec. Dir., City Planning & Community Development, Diana Hawryluk
Exec. Dir., Citizen Services, Kim Onrait
A/Exec. Dir., City Planning & Community Dev., Fred Searle
Director, Citizen Experience, Jill Sveinson
Legal Counsel, Chrystal Atchison
Manager, Sport Facilities & Special Events, Jeff May
Corporate Strategy and Performance Consultant, Ryan Gray

APPROVAL OF PUBLIC AGENDA

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, at the call of the Chair.

ADOPTION OF MINUTES

Councillor Barbara Young moved, AND IT WAS RESOLVED, that the minutes for the meeting held on November 13, 2019 be adopted, as circulated.

ADMINISTRATION REPORTS

EX19-37 Buffalo Pound Water Treatment Corporation - 2019 Semi-Annual Report

Recommendation

That this report be forwarded to the December 16, 2019 City Council meeting for information.

Ryan Johnson, representing Buffalo Pound Water Treatment Corporation, addressed the Committee.

Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

(Councillor O'Donnell temporarily left the meeting.)

EX19-39 Residential Short Term Accommodation (Homestay)

Recommendation

1. That the following regulatory changes be approved:
 - (a) an amendment to *The Regina Zoning Bylaw, 2019*, effective January 1, 2021 to change Service Trade, Homestay from a discretionary use to a permitted use in all zones where it is currently discretionary;
 - (b) an amendment to *The Regina Zoning Bylaw, 2019* to clarify that Service Trade, Homestay is a separate category from Residential Business;
 - (c) the establishment of a licensing and regulatory regime for all residential short term accommodations as further detailed in Appendix A of this report; and
 - (d) an amendment to *The Regina Appeal Board Bylaw* to enable the Regina Appeal Board, which hears appeals related to business licences, to hear licensing appeals for short term accommodation licences.
2. That the City Solicitor be instructed to prepare the necessary bylaws to implement the approved regulatory scheme for residential short term accommodation and bring the bylaws forward to the January 2020 meeting of City Council which would allow sufficient time for advertising of the required public notices for *The Regina Zoning Bylaw, 2019* amendment.
3. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

(Councillor O'Donnell returned to the meeting.)

Tracy Fahlman, representing Regina Hotel Association, addressed the Committee.

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that this report be referred back to Administration to bring forward a report in Q2 2020 that outlines the following:

- legal aspects of secondary properties
- best practices
- licensing fees
- zoning
- taxation
- bylaw enforcement
- cost of garbage and utilities
- parking
- safety; and
- human trafficking implications

The motion was put and declared CARRIED.

TABLED REPORTS

EX19-36 Benefit and Cost of Outsourced Professional Services

Recommendation

1. That this report be received and filed.
2. That item CM18-15 be removed from the List of Outstanding Items for Executive Committee.

Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

(Councillor Bresciani left the meeting.)

RECESS

Pursuant to the provisions of Section 34 (13.1) of City Council's Procedure Bylaw No. 9004, a 15 minute recess was called.

The Committee recessed at 2:10 p.m.

(Councillor Murray left the meeting.)

The Committee reconvened at 2:25 p.m.

ADMINISTRATION REPORTS

EX19-38 2020 – Schedule of City Council Meetings

Recommendation

1. That City Council meetings scheduled for Wednesdays in 2020 commence at 1:30 p.m.;
2. That the City Solicitor be instructed to bring forward amendments to *Bylaw No. 9004, The Procedure Bylaw*, to:
 - a. Change the meeting start time to 1:30 p.m., with reports with delegations or reports and bylaws requiring public notice or a public hearing to be considered at 5:30 p.m.;
 - b. Revise the order of business sections to coincide with the 1:30 p.m. and 5:30 p.m. meeting times and to reflect the provisions outlined in (a);
 - c. Change the dates and times for submitting delegations, presentations and submissions to Council to the Thursday afternoon of the week preceding the Council meeting;
 - d. Change the public release of meeting agendas for Council and committees from Wednesday afternoon to the Friday afternoon of the week preceding the Council or committee meeting;
 - e. Provide for a mandatory recess of one hour at 4:30 p.m. of the 1:30 p.m. session with the meeting to reconvene at 5:30 p.m.;
 - f. Retain the mandatory 15 minute break after 2 hours and 15 minutes in the 5:30 p.m. meeting section and the mandatory adjournment at 10:00 p.m., unless otherwise approved by Council;
 - g. Amend the process for establishing regularly scheduled committee meetings;
 - h. Include a provision whereby:
 - i. Agenda items not dealt with in the 1:30 p.m. session, are to be dealt with at the conclusion of the 5:30 p.m. session;
 - ii. Agenda items not dealt with prior to adjournment be tabled to a meeting the following morning commencing at 9:00 a.m.
 - i. Make any other additional amendments needed to accommodate the different start times and division of the meeting into two parts; and
 - j. Add the Deputy City Clerk as a position that can call a special meeting where the Clerk is absent or unavailable (this is being added because of some recent amendments to *The Cities Act* that have been proposed that require that a city's procedure bylaw include this provision).
3. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

Councillor Jason Mancinelli moved that the recommendations contained in the report be concurred in.

Councillor Jason Mancinelli withdrew his motion of concurrence.

Councillor Jason Mancinelli moved, that Option 2, as outlined in this report be approved.

(Councillor Young left the meeting.)

Councillor Jason Mancinelli moved, in amendment, AND IT WAS RESOVED, that there be a mandatory 15 minute break at 3:30 p.m. and a mandatory 30 minute break at 6:00 p.m. if the meeting has not concluded unless otherwise approved by Council.

Councillor Andrew Stevens moved, in amendment, AND IT WAS RESOLVED, delegations wishing to address Council must submit a letter to the City Clerk requesting to appear as a delegation and citing the specific report they wish to discuss; this letter must be submitted by 1 pm on the Thursday preceding the Council meeting; there will no longer be a requirement to submit a written brief.

The motion, as amended, was put and declared CARRIED.

ADJOURNMENT

Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 3:20 p.m.

Chairperson

Secretary

2020 Municipal Election Report

Date	January 15, 2020
To	Executive Committee
From	City Clerk's Office
Service Area	Office of the City Clerk
Item #	EX20-1

RECOMMENDATION

That the Executive Committee recommend that City Council:

1. Approve Option 1 for the regular polling areas and polling places as outlined in Appendix B and B1.
2. Approve the use of mobile and special polls for serving voters at the institutions defined under section 29 of *The Act*.
3. Approve the special, advance and mobile polls and hours as outlined in Appendix D.
4. Approve the rates of remuneration for election officials summarized in Appendix E.
5. Approve the names of candidates on the Mayor and Councillor ballots be listed in alphabetical order by surname and that according to section 9.2 of *The Act* the occupation of each candidate not be required to be listed on the ballots.
6. Direct the City Solicitor to amend Schedule 'A' in *The Automated Vote Counting Bylaw, Bylaw No. 10197* to reflect the removal of 'occupation' from the ballot and bring back the amending bylaw for review at the City Council meeting scheduled to take place on February 26, 2020 meeting.
7. Approve these recommendations at its January 29, 2020 meeting.

ISSUE

The Local Government Election Act, 2015 (The Act) provides that City Council must make decisions on several matters related to the holding of a municipal election. This report addresses these items for the Municipal Election scheduled to be held on Monday, November 9, 2020.

- The polling areas and places for the election
- The establishment of special polls
- The provision of an advance and mobile poll
- The hours for the special, advance and mobile polls
- Remuneration for election workers
- Candidate's occupation listed on the ballot
- Returning Officer
- Declaration of official results
- The order for candidate names on the ballots

IMPACTS

Accessibility Impact

All polls are accessible to persons with a disability. Advance poll options, mobile polls and the use of the mail-in ballot system will further increase accessibility options for the public.

Financial Impact

The 2020 Municipal Election budget is \$1.2 M as compared to \$929,500 in 2016. The increase accounts for inflation of expenses and an enhanced communication strategy to address the proximity of the Provincial and Municipal election dates.

The Provincial Election is scheduled to take place just two weeks before the Municipal Election. Voter fatigue and differentiation between the two elections are key considerations in 2020. In an effort to address these concerns, an additional \$100,000 has been added to the Communications budget. This will allow for appropriate staff resourcing and an increase in paid advertising to ensure voters are aware of the Municipal Election, with a focus on when and where they are able to vote.

Additionally, the Clerks Office is working to partner with other municipalities around Saskatchewan to share the cost of creating training videos for election workers. This will provide workers with easy to access and easy to follow visual instructions on how to perform required tasks during their work assignments. This initiative will be beneficial to election workers, especially to those who are working both the Provincial and Municipal Elections as their training and work assignments will overlap and the processes are very different.

The school boards will share 50 per cent of the overall cost of the election pursuant to an agreement dated back to November 24, 1987. This agreement was updated and signed by both parties on January 5, 2016.

Policy/Strategic Impact

With each Election, the goal is to improve the fairness and effectiveness of existing systems while creating consistency for the public. Elections are the pillar of democracy and facilitate the City's ability to continue to deliver services to the public based on all strategic outcomes.

There are no environmental, risk/legal, or other implications or considerations.

OTHER OPTIONS

Regular Polling Areas and Polling Locations

Pursuant to Section 22(1) of *The Local Government Election Act, 2015 (The Act)*, Council shall divide the municipality into as many polling areas as necessary for the convenience of voters and name the polling place for each polling area so established. An excerpt of *The Act* is included in Appendix A. Section 100(1) of *The Act* provides that regular polling places shall be open from 9 am to 8 pm on Election Day.

The Returning Officer has carried out a review of the polling areas required for the 2020 Municipal Election. Two options have been put together for Council to consider. The criteria applied and the results of the review are summarized in the following appendices:

Appendix B – Option 1: 30 Polling Locations (recommended)

Appendix B1 – Maps of Individual Wards and Polling Areas and Locations (recommended)

Appendix C – Option 2: 34 Polling Locations

Appendix C1 – Maps of Individual Wards and Polling Areas and Locations

Appendix B, B1 – Option 1 for 30 regular polling areas and 30 regular poll locations is being recommended for the 2020 Municipal Election. The election has traditionally run with 30 poll locations and there have not been complaints that there are not enough polls or that polls see an overwhelming amount of voters or increased wait times. There were minor geographical challenges for voters to get to their polls in certain areas in 2016, these issues were addressed during the 2019 Ward Boundary Review and shouldn't be an issue for the 2020 Election.

Option 2 would provide four additional polls. This may provide voters with easier access to voting locations where it was perceived to potentially be a slightly greater distance to a polling station; providing these additional locations will cost approximately \$22,000 to run (cost includes election workers, rent for additional locations, supplies, ballots, vote machines, etc.). Given that the additional locations will not alleviate strain on other polls or bring in additional voters, Option 2 is not being recommended. Option 1 will meet all of the requirements of the election and provide voters with an adequate number of convenient locations to vote at on Election Day. Those who may foresee it being a challenge to attend a poll will have the option of utilizing the advance polls or mail-in ballot options.

Special Polls/Advance Polls/Mobile Poll

The times, dates and locations outlined in Appendix D are being recommended for the 2020 Municipal Election.

Election Worker Remuneration

Section 52 of *The Act* authorizes Council to set the remuneration to be paid to election officials acting in respect of an election.

For 2020, it is being recommended that the rates of remuneration be changed so they are reflective of the increase in minimum wage since 2016. Appendix 'E' summarizes the rates of remuneration recommended for the payment of election officials.

Candidate's Occupation on Listed on the Ballot

In previous years, Candidates were required to list their occupation on their nomination form and on the ballot. This created some challenges for candidates and the design of ballots in past elections. As of January 1, 2020 changes set forth in the 2019 Chapter 10 by the Ministry to amend *The Act*, section 9.2 states the following:

"Occupation of candidate re boards

9.2 A board may, by resolution, require the occupation of a candidate to be included on the nomination paper and ballot"

This section allows Council to decide if a candidate's occupation should be required on the ballot or not. It is being recommended that Council approve that the occupation not be a requirement on the nomination form or the ballot for the upcoming election. Deciding to remove the occupation requirement would also require making an amendment to Schedule 'A' in the *The Automated Vote Counting Bylaw, Bylaw No. 1019* which would be brought before City Council at its meeting scheduled for February 20, 2020 for review and approval.

Should Council choose to keep the occupation requirement, it would be recommended that Council direct Administration to create a bylaw outlining the meaning and use of 'occupation' on the nomination form and ballot.

COMMUNICATIONS

The development of a communications and marketing strategy is underway to inform candidates, election officials and the general public on the 2020 Municipal Election process.

Communications for the election will directly serve the goals of making the voting process clear for eligible voters and the running process clear for potential candidates. There will be increased communication efforts and information provided via web (electionsregina.ca) and social media as well as traditional media so that as many residents as possible are reached.

The strategy will include the circulation of a voter information card, similar to what was used in the Federal and Provincial Elections, to all households in the city advising of election activities and procedures.

A copy of this report will be provided to the Public and Separate School Boards for information.

DISCUSSION

Mail-in Ballots

Section 92 of *The Act* authorizes Council to establish a mail-in ballot voting system for the purpose of receiving ballots in an election. In accordance with section 92(1) of *The Act* a mail-in ballot voting system is available to individuals who will be absent from the municipality on Election Day or during the advance polls. The City has established a mail-in ballot system pursuant to Bylaw 2012-42, being *The Mail-in Ballot Bylaw, 2012*.

Returning Officer

Section 47(1) of *The Act* provides that the City Clerk shall act as the Returning Officer of municipal elections unless Council, at least 90 days prior to Election Day appoints another person as Returning Officer. In Regina, the City Clerk has traditionally acted as the Returning Officer for general elections and it is recommended this occur in 2020 as well.

Official Results

The Returning Officer shall declare and have available for distribution the official results of the election at 1 pm on Thursday, November 12, 2020 in Henry Baker Hall on the main floor of City Hall.

Candidate Criminal Record Checks

Section 63.1(1) of *The Cities Act* states the following:

“A council, may, by bylaw, require that every candidate submit a criminal record check in the form required by the minister in addition to the nomination paper submitted pursuant to section 67 of *The Local Government Election Act, 2015*.

(2) Any bylaw made pursuant to subsection (1) must be made at least 90 days before the day of a general election.”

In 2012 and 2016, Council voted against the requirement for criminal records checks to be submitted in addition to the nomination paper pursuant to section 67 of *The Local Government Election Act* for candidates in municipal elections. The Saskatchewan Association of City Clerk’s recommended against this and it is not expected that any cities in Saskatchewan will recommend the use of criminal record checks. The reason for this is that the criminal record check only identifies whether a person has a criminal record, it does not provide any details on the person’s criminal convictions. Because of this lack of detail, it is unclear what benefit collecting this information would have on the Election Process and therefore it is not being recommended to Council.

If Council were to require a criminal record check then a bylaw would be required.

Order of Candidate Names on the Mayor and Councillor Ballots

Section 91 of *The Act* provides Council with four options on how to order candidate names on ballots.

- 1) in alphabetical order by surname;
- 2) in the order that the names are withdrawn from a receptacle;
- 3) electronically generated in random order and arranged in the order that they are generated;
or
- 4) arranged in rotating order.

The names of candidates will continue to be ordered in alphabetical order by surname on all ballots pursuant to section 91(3) until a resolution or bylaw is passed to change the manner in which the names shall appear on the ballot. *The Act* also provides that the resolution or bylaw changing the manner in which the names appear must be passed at least 55 days prior to the day on which a general election is held.

Disclosure of Campaign Contributions and Expenses

Section 34 of *The Act* provides that Council may establish, by bylaw at least 60 days before an election, disclosure requirements respecting election campaign contributions and expenses and/or election campaign spending limits. In 2007, City Council approved Bylaw 2007-34 the Regina Municipal Election Expenses Bylaw to address disclosure requirements respecting election campaign contributions and expenses and/or election campaign spending limits. This bylaw is deemed to be in effect until it has been amended or repealed.

Clause 4(1)(a) of Bylaw 2007-34 identifies the spending limits for candidates for Mayor and/or Councillor and 4(1)(b) requires a consumer price index (CPI) to be applied to these limits annually. The annual 2019 CPI has not been released yet however Council should be aware that the spending limits based on the 2018 CPI of 135.90 percent would result in spending limits as follows:

- 1) Candidate for the position of Mayor would increase from \$64,130 to an estimated \$66,220; and
- 2) Candidate for the position of Councillor would increase from \$10,688 to an estimated \$10,969.

Pursuant to subsection 4(2) of Bylaw 2007-34, the City Clerk is authorized to update these amounts annually and will do so once the 2019 CPI is released. It is anticipated that the CPI will be released in February or March of 2020. Candidates will be advised of the updated limits. In 2003, the Regina Public School Board established a Policy requiring candidates for the Public School Board election to disclose election contributions and expenses. The Policy will continue to be used in the 2020 Municipal Election. The Separate School Board does not have a policy that requires candidates to disclose their contributions and expenses.

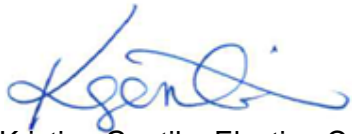
Vote Counting Equipment

On March 6, 2000 City Council adopted *The Automated Vote Counting Bylaw* No. 10197 to establish procedures for using vote counting equipment in Regina. Automated vote counting equipment will be used in the 2020 Municipal Election.

DECISION HISTORY

In accordance, with *The Local Government Election Act, 2015* the recommendations contained within this report require City Council approval.

Respectfully Submitted,



Kristina Gentile, Election Coordinator

Respectfully Submitted,



Jim Nicol, City Clerk

Prepared by: Kristina Gentile, Business Performance Consultant

ATTACHMENTS

Appendix A - Polling Areas and Places

Appendix B - Option 1

Appendix B1 - Option 1 Maps

Appendix C - Option 2

Appendix C1 - Option 2 Maps

Appendix D - Poll Locations, Dates and Times

Appendix E - Election Official Remuneration Rates

Appendix A

2020 Municipal Election Poll Review

Polling Areas and Places

Pursuant to Section 25 of *The Local Government Election Act, 2015* the criteria for establishing polling areas and places is as follows:

“25(1) Subject to sections 27 to 30 and 124, in a school division and in a municipality other than a rural municipality, polling areas must be established, and polling places must be named, in such a way that:

- (a) all polling areas contain, as nearly as is possible, an equal number of voters;
- (b) each voter may vote at one polling place on all matters on which he or she is entitled to vote;
- (c) there is at least one polling place situated within or close to each polling area;
- (d) a polling place is located, if possible, in a place allowing convenient access to persons who have a disability;
- (e) if practical, a polling place is located in each municipality; and
- (f) if wards are established, each polling area is within only one ward.

(2) One polling place may be used as the polling place for two or more polling areas.

(3) A polling place for one or more polling areas may be used in addition to polls established pursuant to subsection (1) and may be located anywhere in the municipality.”

Special Polling Places

Special polling places will be provided in hospitals, personal care homes or other similar institutions as defined by section 29 of *The Act*.

A senior complex is defined by the criteria outline below:

- The facility houses seniors only
- The facility is occupied by December 31st of the year prior to the election
- The facility is a rental accommodation with a minimum capacity of 25 residents
- There is space within the facility to conduct an election

Appendix B - Option 1

2020 Municipal Election Poll Review Results

Appendix B - Option 1:

Thirty regular polling areas and 30 poll locations are being recommended for the 2020 Municipal Election.

Polling areas were determined based on the following criteria:

- 1) Consideration has been given to school closures and determining more centralized polling locations.
- 2) Municipal Ward Boundaries have changed.
- 3) Polling places have been located as close to the center of the polling areas as possible.

The polling areas range in size from 5434 to 7136 estimated voters. Further, natural or significant geographic boundaries such as the Canadian Pacific Rail line, Wascana Creek, the Ring Road, City wards, Public School Board subdivisions and the availability of institutional buildings to be used as polling places were constraining factors when determining polling areas and polling places.

All of the 30 proposed regular polling places are accessible to persons who use mobility-assisted devices. Appendix B1 provides a listing and map of each polling area and places.

Ward#	Estimated Voters	Option 1 # of Regular Polling Locations	# of Special Polling Locations
1	20,830	3	11
2	20,765	3	6
3	20,523	3	14
4	18,678	3	2
5	20,277	3	3
6	17,998	3	7
7	16,980	3	3
8	16,863	3	5
9	17,218	3	1
10	17,400	3	1
Total	187,532	30	53

Appendix B - Option 1

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
1	Regular	1	St. Mathew School	6794	Yes
		2	St. Anne's Catholic Church	7136	Yes
		3	Ecole St. Pius	6900	Yes
			Subtotal – 20,830		
	Special	31A	Broadway Terrace	175	N/A
		31B	Cedar Wood Manor	150	N/A
		31C	College Park II Retirement Residence	140	N/A
		31D	Marian Chateau	130	N/A
		31E	Martin Luther Manor	44	N/A
		31F	Qu'Appelle House	57	N/A
		31G	Selo Gardens/Personal Care	95	N/A
		31H	The Bentley	100	N/A
		31I	Wascana Rehabilitation	307	N/A
		31J	Santa Maria Senior Citizens Home	152	N/A
		31K	College Park Retirement Residence	180	N/A
			Subtotal – 1,530		
			Total Estimated Voters	22,360	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
2	Regular	4	Dr. A. E. Perry School	7117	Yes
		5	Deshaye Catholic School	6746	Yes
		6	Ecole Harbour Landing	6902	Yes
			Subtotal – 20,765		
	Special	31L	Elmview Extendicare	62	N/A
		31M	Parkside Extendicare	228	N/A
		31N	Harbour Landing Village	45	N/A
		31O	Sunset Extendicare	151	N/A
		31P	Wintergreen Estates	217	N/A
		31Q	The Williston	174	N/A
			Subtotal - 877		
			Total Estimated Voters	21,642	

Appendix B - Option 1

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
3	Regular	7	St. Mary Anglican Church	6709	Yes
		8	Sacred Heart Community School	6835	Yes
		9	Knox-Metropolitan United Church	6979	Yes
			Subtotal – 20,523		
	Special	31R	Cornwall Village	100	N/A
		31S	Lovering Place	40	N/A
		31T	Davis Mews	158	N/A
		31U	First Baptist Place	100	N/A
		31V	Pasqua Hospital	225	N/A
		31W	Hamilton Plaza	118	N/A
		31X	Mary Helen Herchmer Place	163	N/A
		31Y	Palliser Place	199	N/A
		31Z	Prairie Place	155	N/A
		31AA	Regina Renaissance Retirement	170	N/A
		31BB	SSILC (South Sask. Independent. Living Centre)	40	N/A
		31CC	The Heritage	130	N/A
		31DD	The Horizon	143	N/A
		31EE	Trianon Tower	122	N/A
			Subtotal – 1,863		
			Total Estimated Voters	22,386	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
4	Regular	10	W.S. Hawrylak School	6177	Yes
		11	Resurrection Roman Catholic Church	6179	Yes
		12	Wascana Plains School	6322	Yes
			Subtotal – 18,678		
	Special	31FF	Storie Manor	58	N/A
		31GG	Green Falls Landing	222	N/A
			Subtotal – 280		
			Total Estimated Voters	18,958	

Appendix B - Option 1

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
5	Regular	13	Wilfred Walker School	6993	Yes
		14	Henry Braun School	6612	Yes
		15	Dr. George Ferguson	6672	Yes
			Subtotal – 20,277		
	Special	31HH	Oxford Manor/Stewart Court	120	N/A
		31II	Queen Victoria Estates	135	N/A
		31JJ	Victoria Park Personal Care	88	N/A
			Subtotal - 343		
			Total Estimated Voters	20,620	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
6	Regular	16	Arcola Community School	5877	Yes
		17	Eastview Neighbourhood Centre	6215	Yes
		18	Core/Ritchie Neighbourhood Centre	5906	Yes
			Subtotal – 17,998		
	Special	31KK	Faith Baptist Place	40	N/A
		31LL	Foreman House	33	N/A
		31MM	Milton Heights	135	N/A
		31NN	Grace Lutheran Place	80	N/A
		31OO	St. Basil's Manor	57	N/A
		31PP	Embury Heights	119	N/A
		31QQ	Regina General Hospital	400	N/A
			Subtotal - 864		
			Total Estimated Voters	18,862	

Appendix B - Option 1

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
7	Regular	19	Imperial School	5434	Yes
		20	Gladys McDonald School	6078	Yes
		21	St. Gregory School	5468	Yes
			Subtotal – 16,980		
	Special	31RR	Highland Manor	58	N/A
		31SS	Regina Lutheran Home	125	N/A
		31TT	William Booth Special Care Home	83	N/A
			Subtotal - 266		
			Total Estimated Voters	17,246	

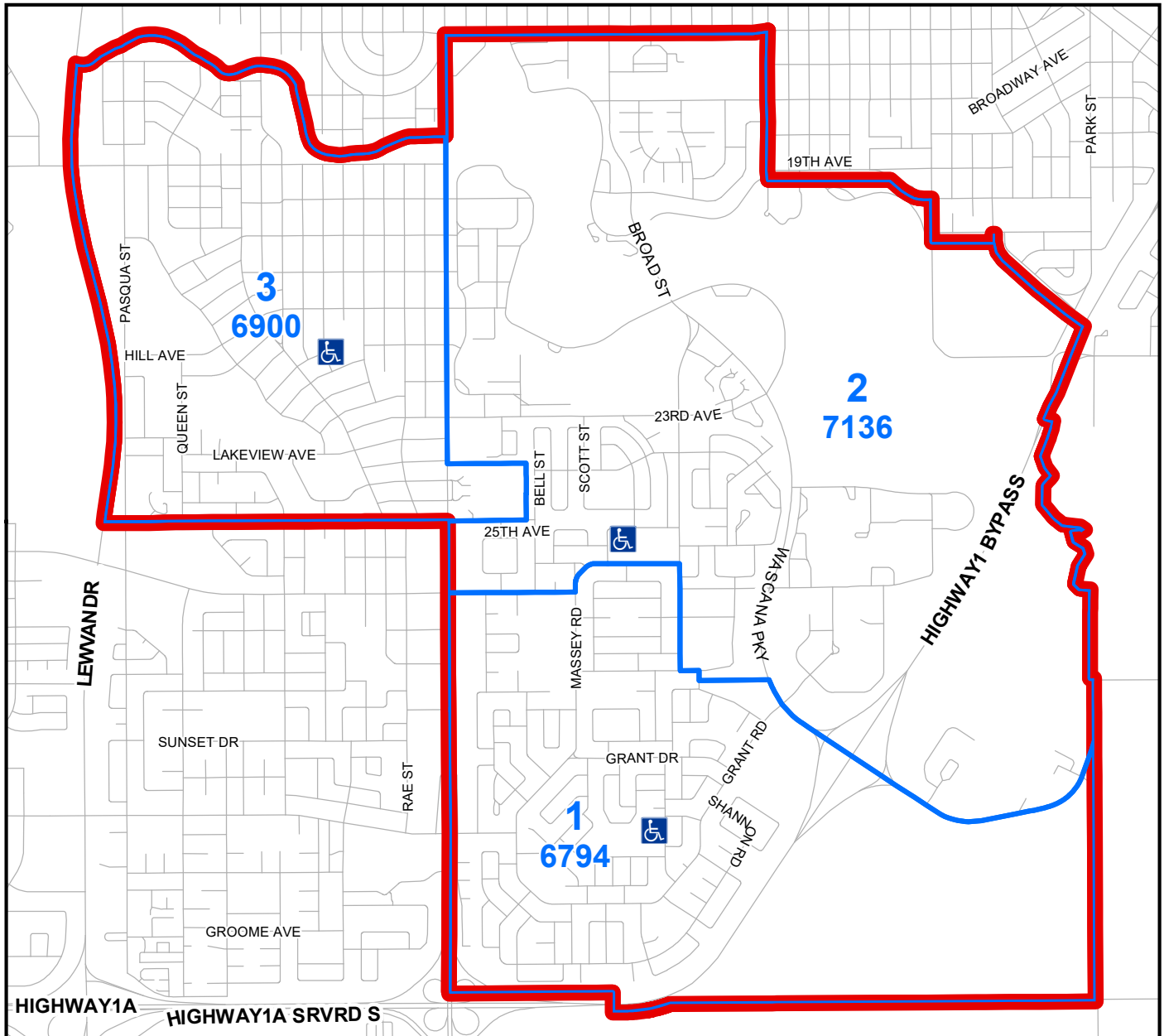
Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
8	Regular	22	Martin High School	5567	Yes
		23	St. Francis School	5569	Yes
		24	St. Joan of Arc School	5727	Yes
			Subtotal – 16,863		
	Special	31UU	Benson Manor	65	N/A
		31VV	Mutchmore Lodge	130	N/A
		31WW	Pioneer Village/Eastern Star Home	402	N/A
		31XX	Regina Village	100	N/A
		31YY	Trinity Manor	200	N/A
			Subtotal - 897		
			Total Estimated Voters	17,760	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
9	Regular	25	St. Josaphat School	5726	Yes
		26	North West Leisure Centre	5694	Yes
		27	Mac Neill School	5798	Yes
			Subtotal – 17,218		
	Special	31ZZ	Lakewood Manor/Norwest Place	100	N/A
			Subtotal - 100		
			Total Estimated Voters	17,318	

Appendix B - Option 1

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
10	Regular	28	Holy Family Parish	5875	Yes
		29	St. Timothy School	5438	Yes
		30	St. Bernadette School	6087	Yes
			Subtotal – 17,400		
	Special	31AAA	Huston Heights	55	N/A
			Subtotal - 55		
			Total Estimated Voters	17,455	



2020 Municipal Election

WARD 1

Polling
Area

Polling Location

Polling Address

Legend

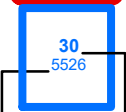
Wheelchair Accessible



Yes



Ward



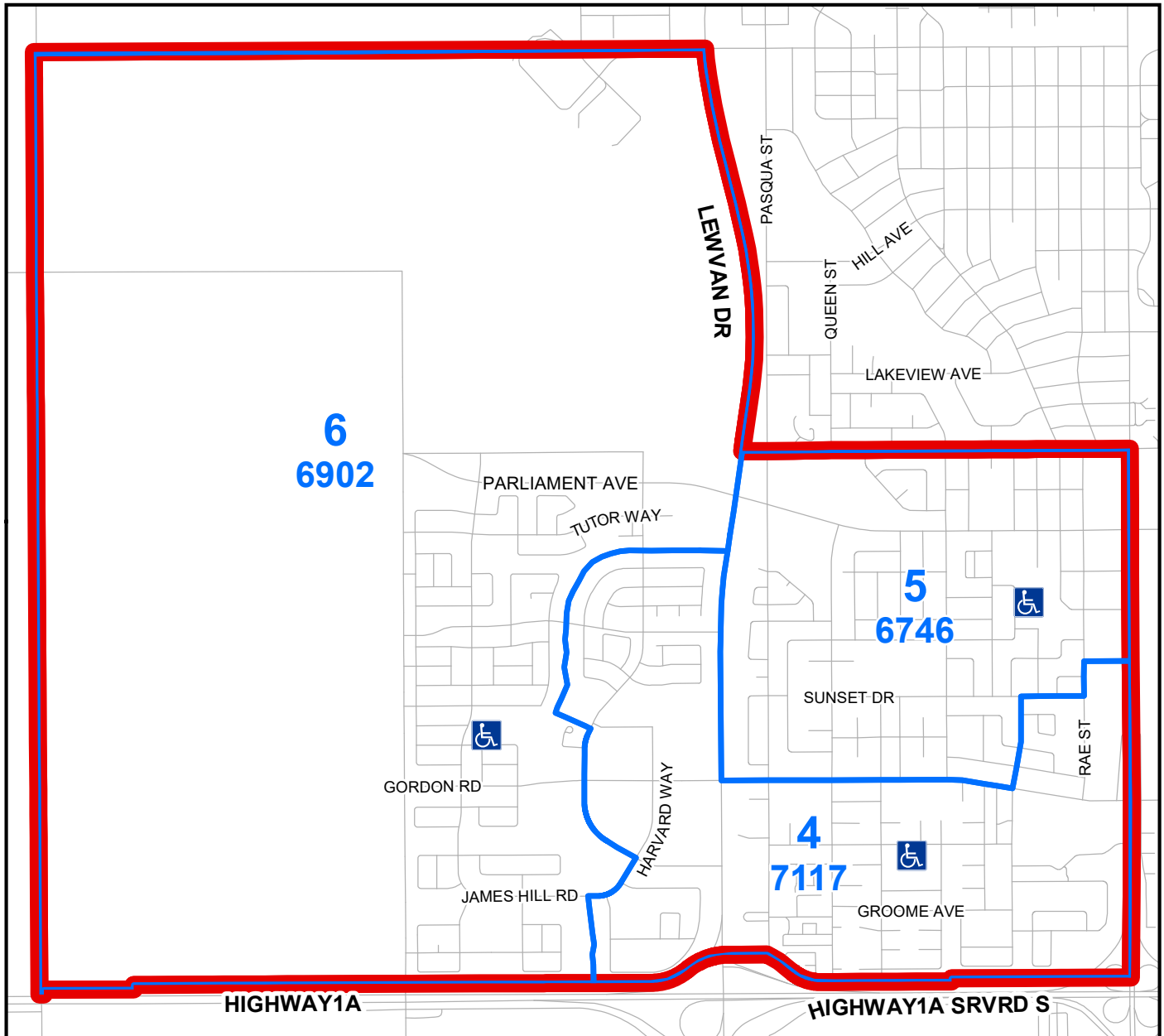
Polling Area
Boundary

Poll Number

Estimated Voters

01	St. Mathew School	4710 Castle Road
02	St. Anne's Catholic Church	1701 Cowan Crescent
03	St. Pius X School	3301 Garnet Street





2020 Municipal Election

WARD 2

Polling
Area

Polling Location

Polling Address

Legend

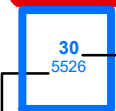
Wheelchair Accessible



Yes



Ward



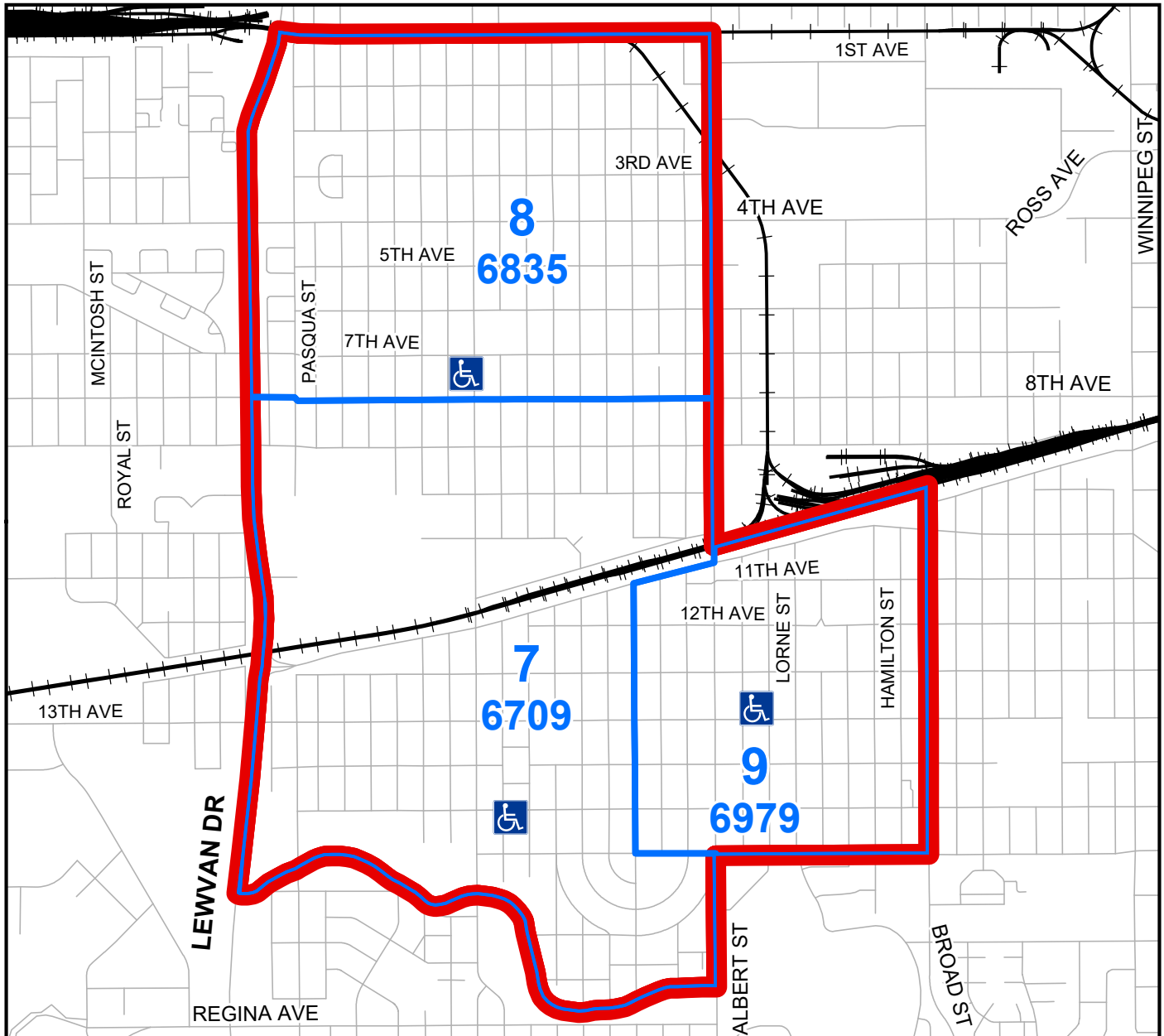
Polling Area
Boundary

Poll Number

Estimated Voters

04	Dr. A. E. Perry School	93 Lincoln Drive
05	Deshaye Catholic School	37 Cameron Crescent
06	Ecole Harbour Landing	4419 James Hill Road





2020 Municipal Election

WARD 3

Polling
Area

Polling Location

Polling Address

Legend

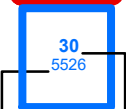
Wheelchair Accessible



Yes



Ward

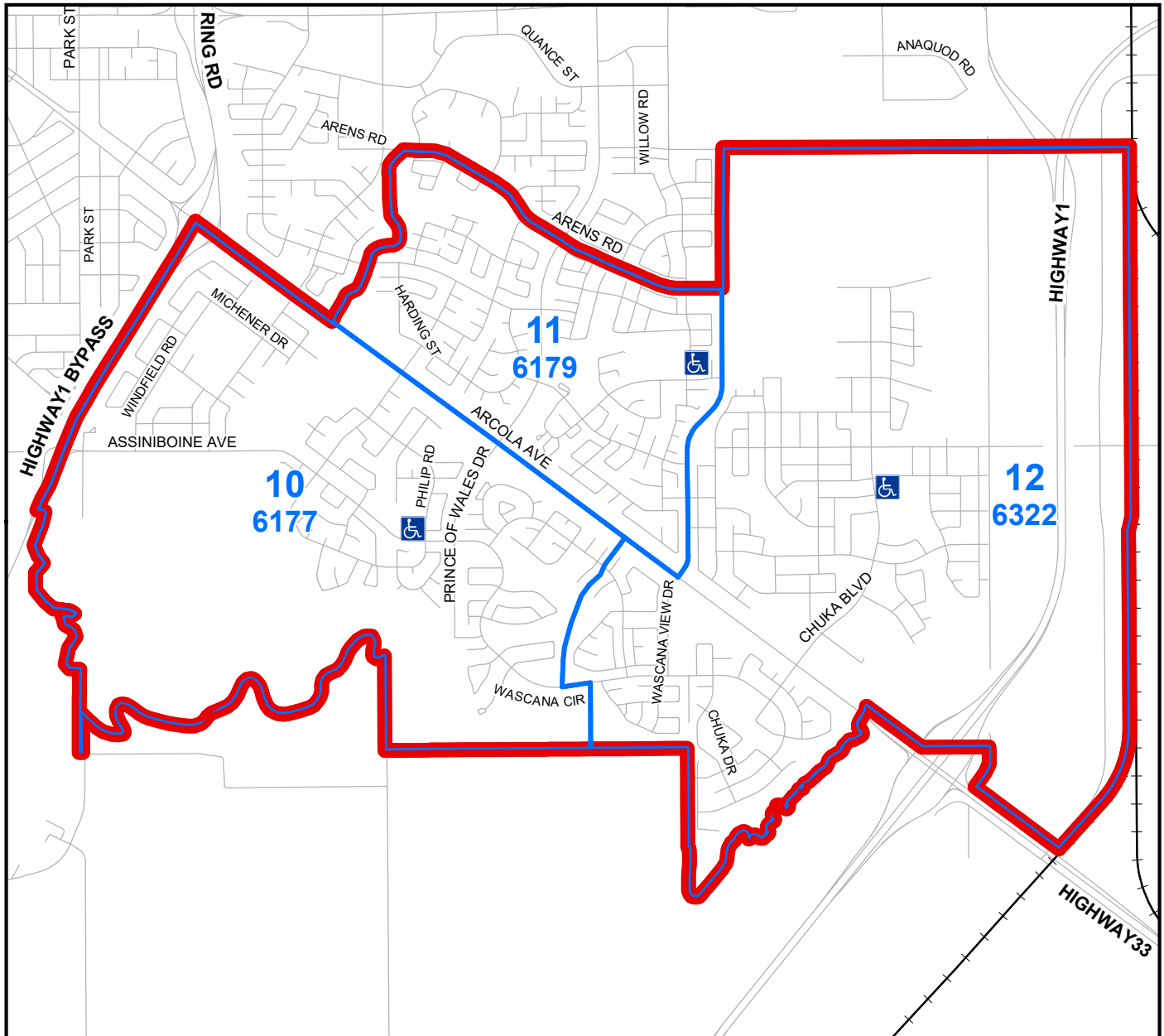


Polling Area
Boundary

Poll Number
Estimated Voters

07	St. Mary Anglican Church	3337 15th Avenue
08	Sacred Heard Community School	1325 Argyle Street
09	YMCA	2400 13th Avenue





2020 Municipal Election

WARD 4

Polling
Area

Polling Location

Polling Address

Legend

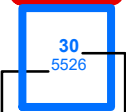
Wheelchair Accessible



Yes



Ward

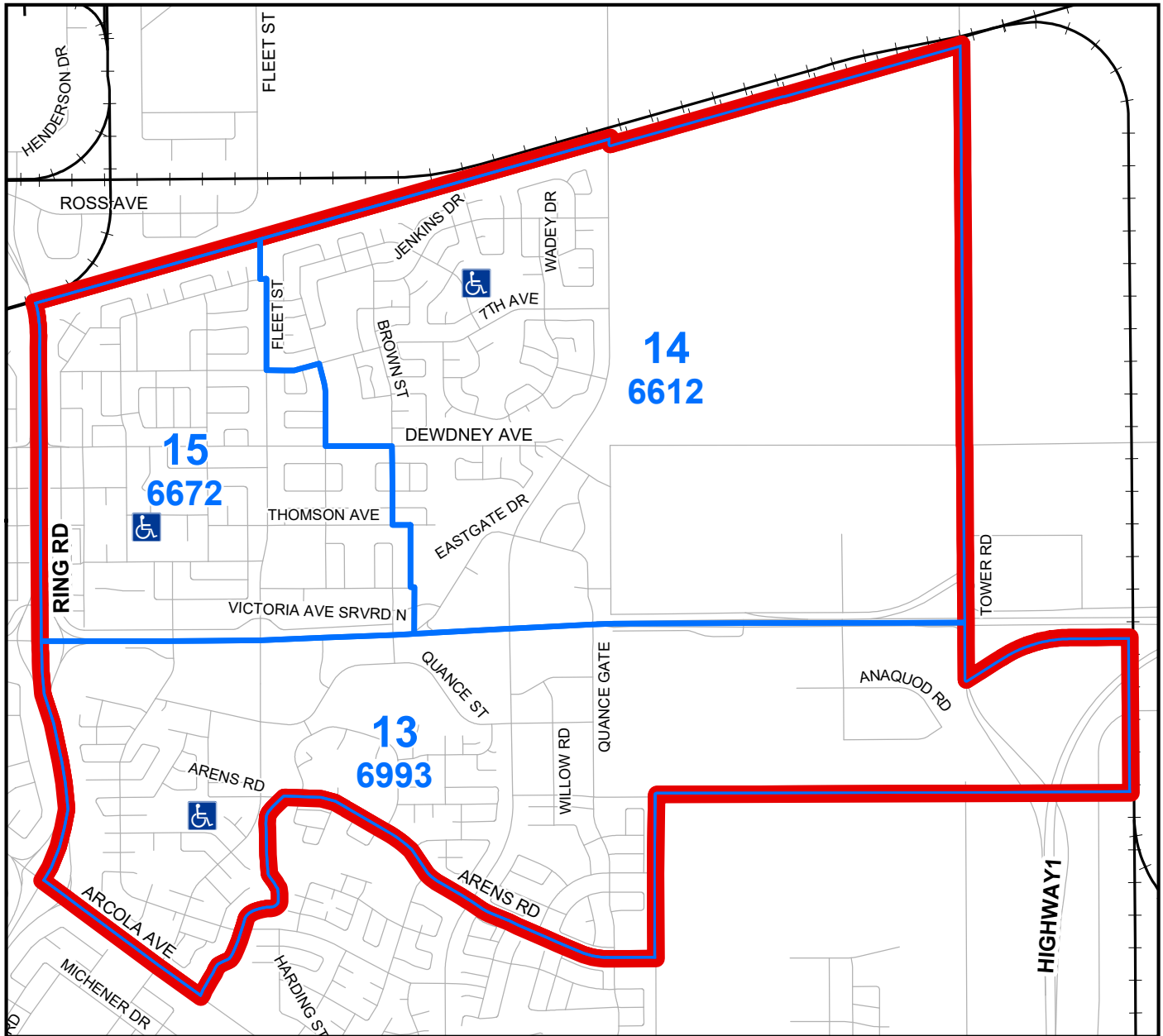


Polling Area
Boundary

Poll Number
Estimated Voters

10	W.S. Hawrylak School	2530 Assiniboine Avenue E
11	Resurrection Roman Catholic Church	3155 Windsor Park Road
12	Wascana Plains School	5125 E Green Brooks Way





2020 Municipal Election

WARD 5

Polling
Area

Polling Location

Polling Address

Legend

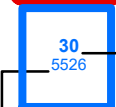
Wheelchair Accessible



Yes



Ward

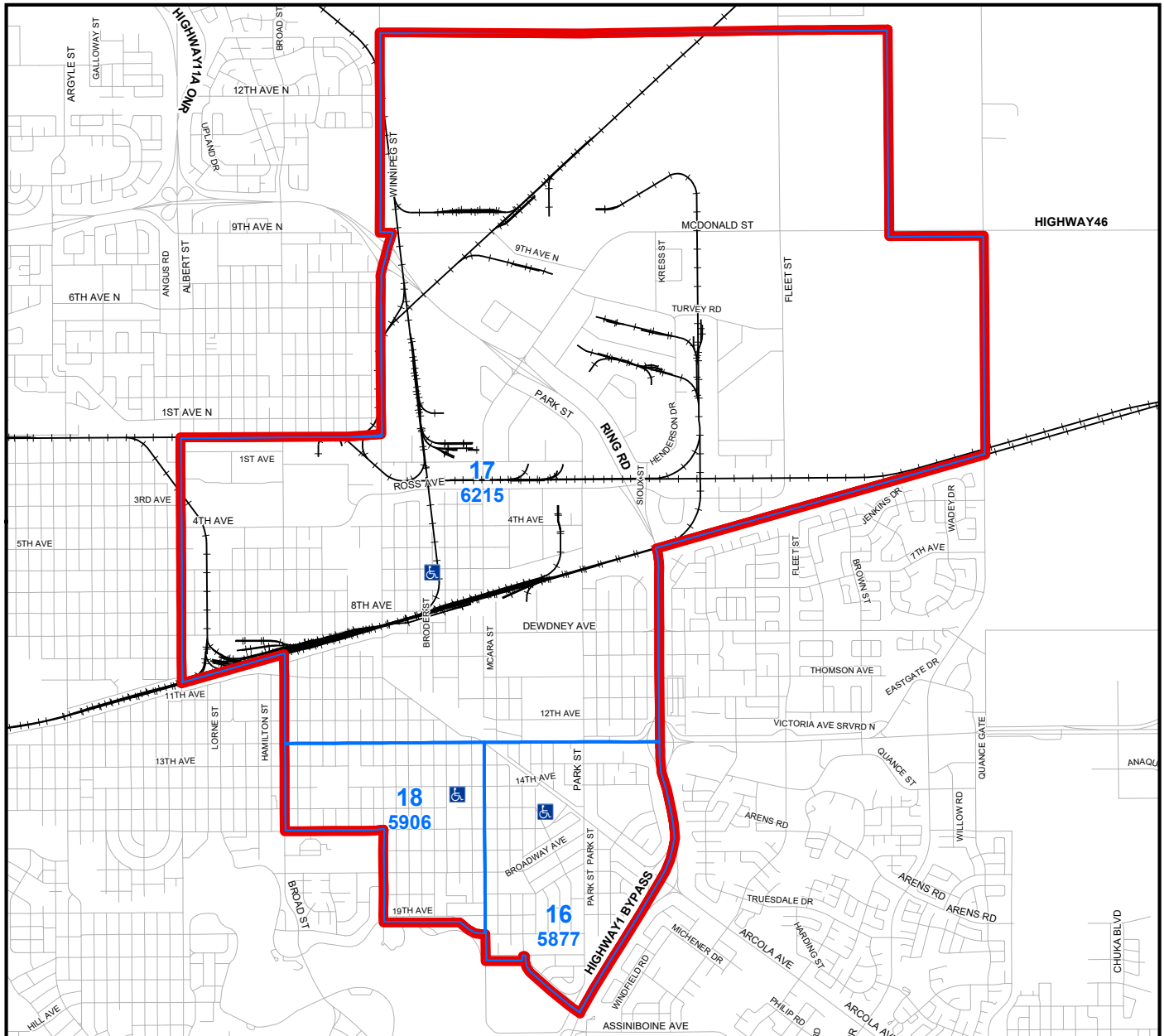


Polling Area
Boundary

Poll Number
Estimated Voters

13	Wilfrid Walker School	2102 E Wagman Drive
14	Henry Braun	710 Graham Road
15	Dr. George Ferguson	150 Brotherton Avenue





2020 Municipal Election

WARD 6

Polling
Area

Polling Location

Polling Address

Legend

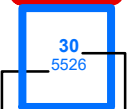
Wheelchair Accessible



Yes



Ward

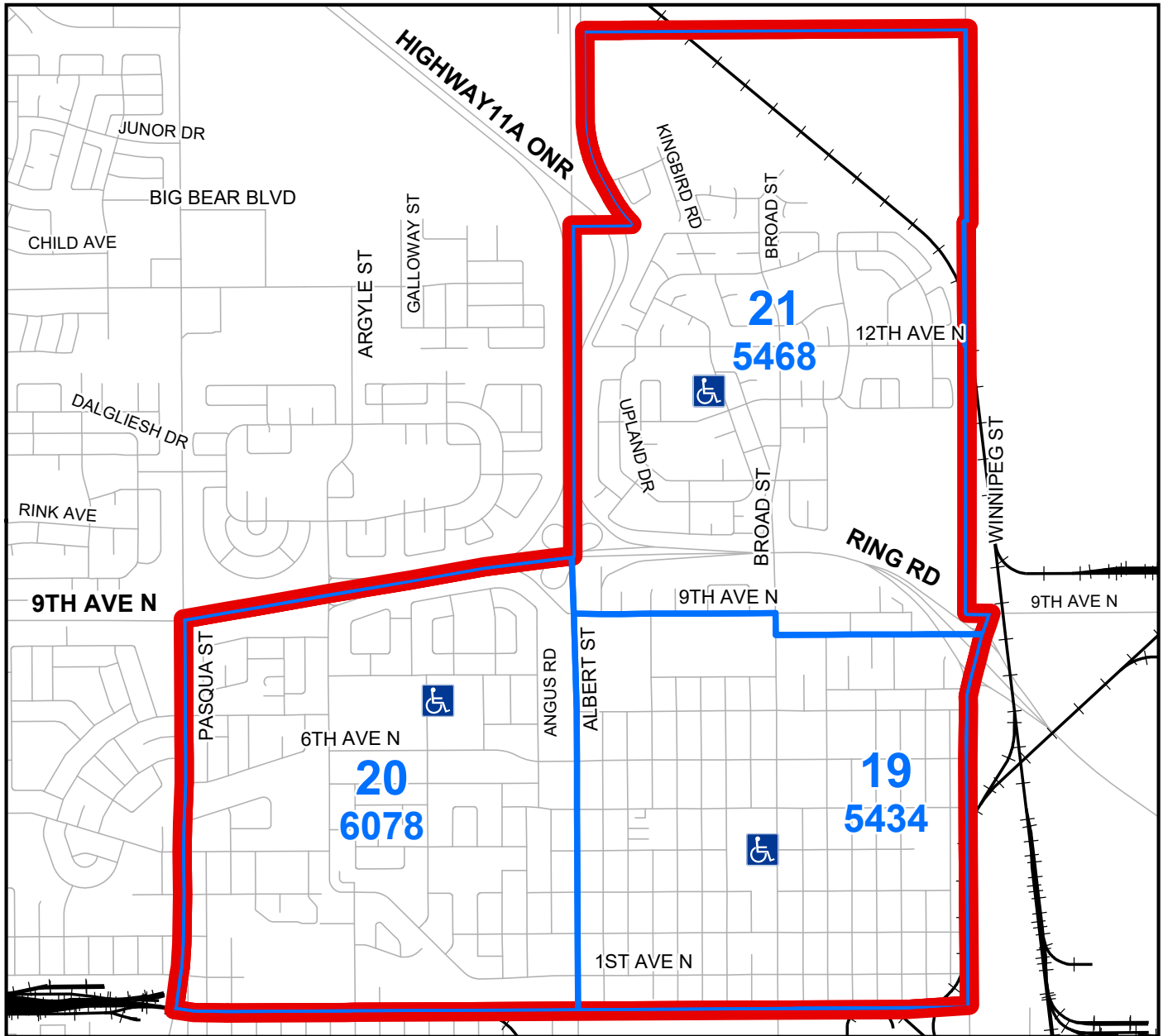


Polling Area
Boundary

Poll Number
Estimated Voters

16	Arcola Community School	2315 Abbott Road
17	Eastview Neighbourhood Centre	615 6th Avenue
18	Core/Ritchie Neighbourhood Centre	445 14th Avenue





2020 Municipal Election

WARD 7

Polling
Area

Polling Location

Polling Address

Legend

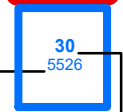
Wheelchair Accessible



Yes



Ward

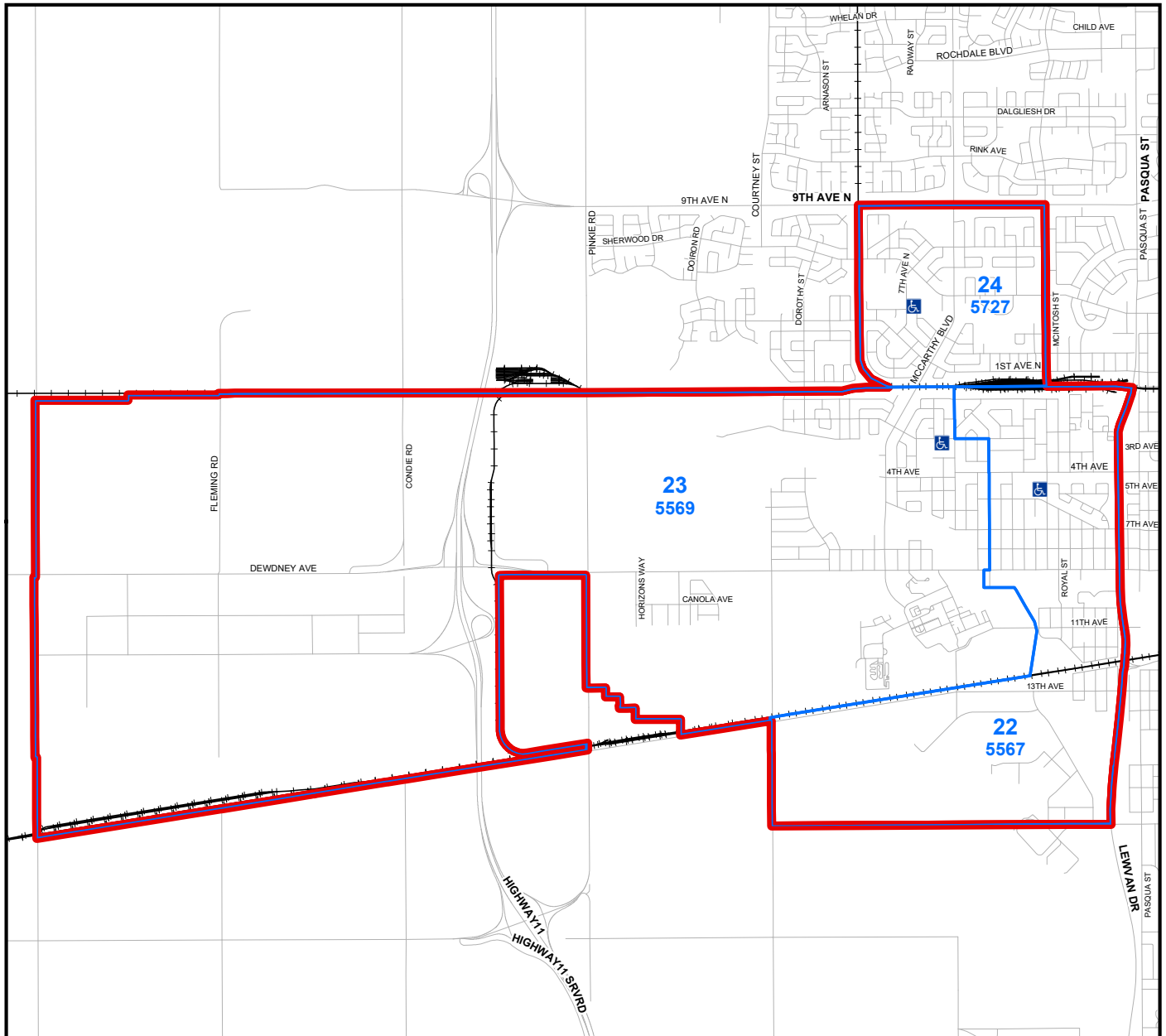


Polling Area
Boundary

Poll Number
Estimated Voters

19	Imperial School	200 Broad Street
20	Gladys McDonald School	335 N Garnet Street
21	St. Gregory School	302 Upland Drive





2020 Municipal Election

WARD 8

Polling Area Polling Location

Polling Address

Legend

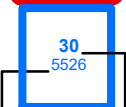
Wheelchair Accessible



Yes



Ward



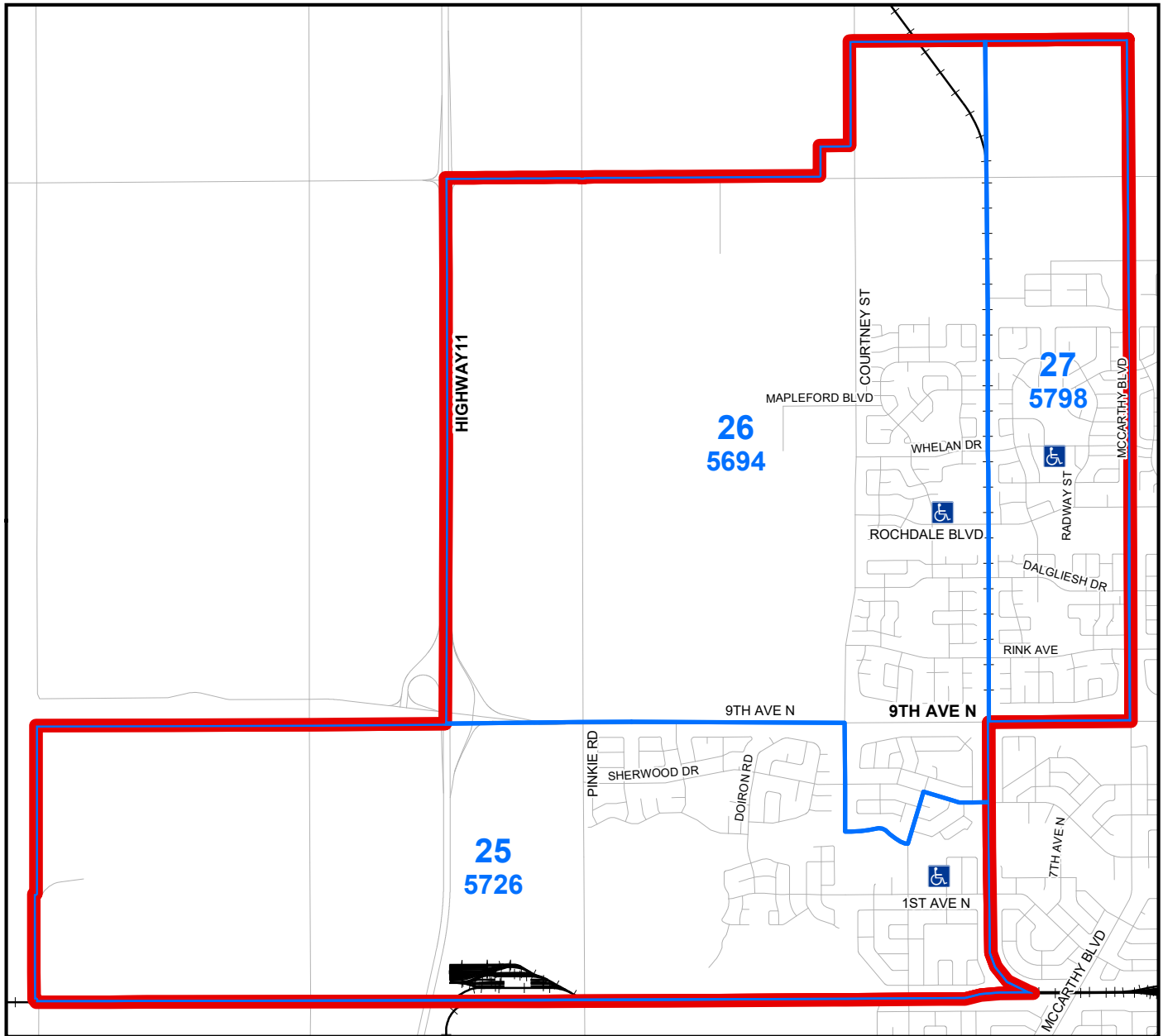
Polling Area Boundary

Poll Number

Estimated Voters

22	Martin Collegiate	1100 McIntosh Street
23	St. Francis School	45 Mikkelson Drive
24	St. Joan of Arc School	10 Dempsey Avenue





2020 Municipal Election

WARD 9

Polling
Area

Polling Location

Polling Address

Legend

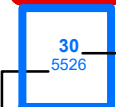
Wheelchair Accessible



Yes



Ward



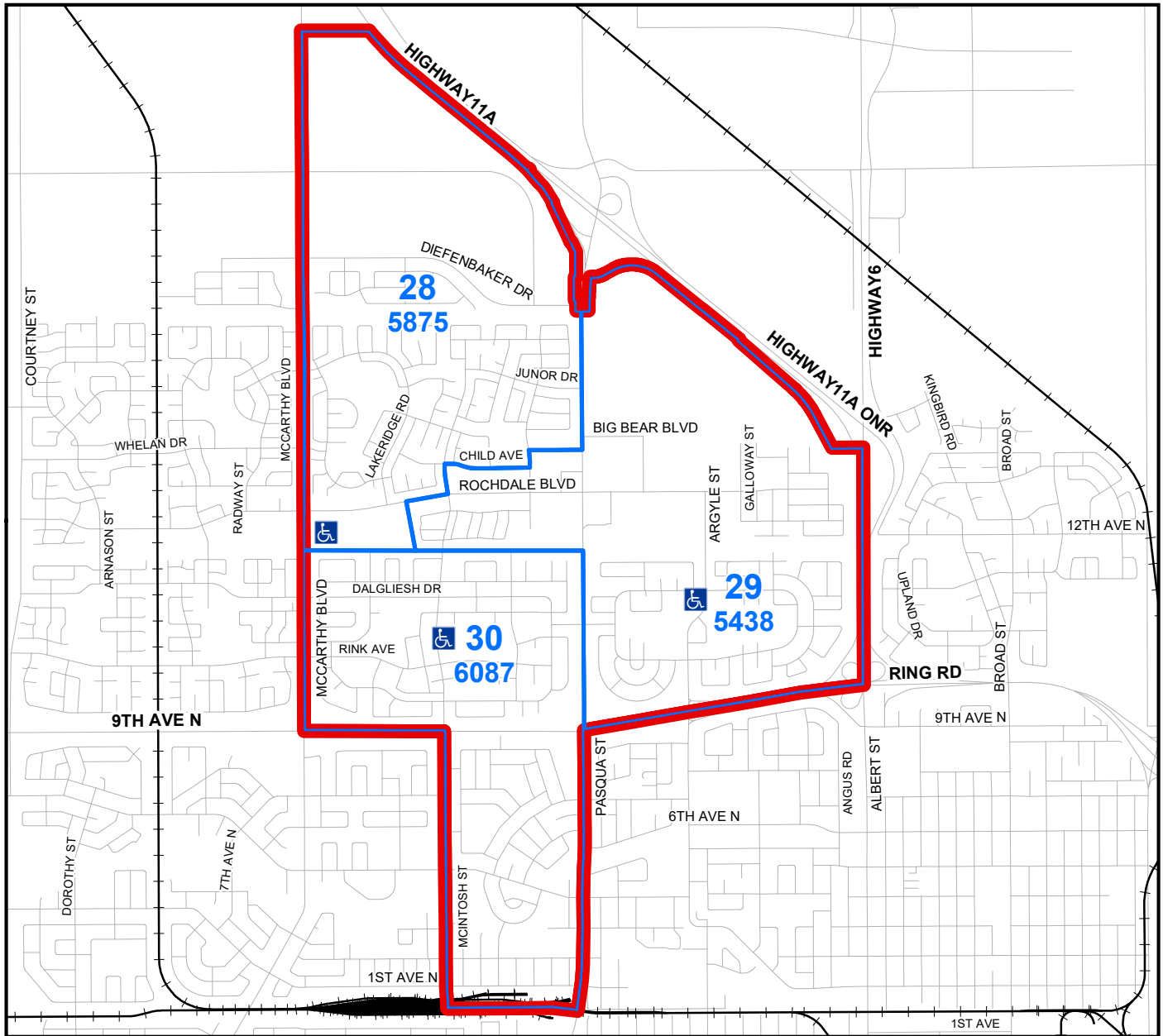
Polling Area
Boundary

Poll Number

Estimated Voters

25	St. Josaphat School	140 Greenwood Crescent
26	North West Leisure Centre	1127 N Arnason Street
27	MacNeill School	6215 Whelan Drive





2020 Municipal Election

WARD 10

Polling Area Polling Location

Polling Address

Legend

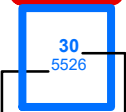
Wheelchair Accessible



Yes



Ward



Polling Area Boundary

Poll Number
Estimated Voters

28	Holy Family Parish	1021 McCarthy Blvd N
29	St. Timothy School	280 Sangster Blvd
30	St. Bernadette School	727 McIntosh Street N



Appendix C - Option 2

2020 Municipal Election Poll Review

Appendix C – Option 2:

Thirty (30) regular polling areas and 34 poll locations are being brought forward as an option for City Council to consider for the 2020 Municipal Election. This option would allow the Returning Officer to place a smaller staffed poll where there is perceived to be a slightly greater distance for voters to get to a poll location or where there is a natural boundary that may create a barrier in voters attending the polls.

Approximate Cost Breakdown for Additional Polls

Fully Staffed Regular Poll	\$4,300 x 4 (\$17,200)	½ Staffed Regular Poll	\$2,800 x 4 (\$11,200)
Supplies & Ballot Counter	\$1,200 x 4 (\$4,800)		\$1,200 x 4 (\$4,800)
Additional Rent	\$900		\$900
<hr/>			
Total approximate cost to run <u>4 additional</u> polls	\$22,900 (\$5,725/pol		\$16,900 (\$4,225/poll)

Polling areas were determined based on the following criteria:

- 1) Consideration has been given to school closures and determining more centralized polling locations.
- 2) Municipal Ward Boundaries have changed.
- 3) Polling places have been located as close to the center of the polling areas as possible.

The polling areas range in size from 5434 to 7136 estimated voters. Further, natural or significant geographic boundaries such as the Canadian Pacific Rail line, Wascana Creek, the Ring Road, City wards, Public School Board subdivisions and the availability of institutional buildings to be used as polling places were constraining factors when determining polling areas and polling places.

All of the 34 proposed regular polling places are accessible to persons who use mobility-assisted devices. Appendix C1 provides a listing and map of each polling area and places.

Appendix C - Option 2

2020 Municipal Election Poll Review

Ward#	Estimated Voters	Option 2 # of Regular Polling Locations	# of Special Polling Locations
1	20,830	4	11
2	20,765	3	6
3	20,523	3	14
4	18,678	3	2
5	20,277	3	3
6	17,998	4	7
7	16,980	3	3
8	16,863	4	5
9	17,218	3	1
10	17,400	4	1
Total	187,532	34	53

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
1	Regular	1	St. Mathew School	6794	Yes
		2	St. Anne's Catholic Church	7136	Yes
	(Option 2)	2A	University of Regina on College Ave		Yes
		3	Ecole St. Pius	6900	Yes
			Subtotal – 20,830		
	Special	31A	Broadway Terrace	175	N/A
		31B	Cedar Wood Manor	150	N/A
		31C	College Park II Retirement Residence	140	N/A
		31D	Marian Chateau	130	N/A
		31E	Martin Luther Manor	44	N/A
		31F	Qu'Appelle House	57	N/A
		31G	Selo Gardens/Personal Care	95	N/A
		31H	The Bentley	100	N/A
		31I	Wascana Rehabilitation	307	N/A
		31J	Santa Maria Senior Citizens Home	152	N/A
		31K	College Park Retirement Residence	180	N/A
			Subtotal – 1,530		
			Total Estimated Voters	22,360	

Appendix C - Option 2

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
2	Regular	4	Dr. A. E. Perry School	7117	Yes
		5	Deshaye Catholic School	6746	Yes
		6	Ecole Harbour Landing	6902	Yes
			Subtotal – 20,765		
	Special	31L	Elmview Extendicare	62	N/A
		31M	Parkside Extendicare	228	N/A
		31N	Harbour Landing Village	45	N/A
		31O	Sunset Extendicare	151	N/A
		31P	Wintergreen Estates	217	N/A
		31Q	The Williston	174	N/A
			Subtotal - 877		
			Total Estimated Voters	21,642	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
3	Regular	7	St. Mary Anglican Church	6709	Yes
		8	Sacred Heart Community School	6835	Yes
		9	Knox-Metropolitan United Church	6979	Yes
			Subtotal – 20,523		
	Special	31R	Cornwall Village	100	N/A
		31S	Lovering Place	40	N/A
		31T	Davis Mews	158	N/A
		31U	First Baptist Place	100	N/A
		31V	Pasqua Hospital	225	N/A
		31W	Hamilton Plaza	118	N/A
		31X	Mary Helen Herchmer Place	163	N/A
		31Y	Palliser Place	199	N/A
		31Z	Prairie Place	155	N/A
		31AA	Regina Renaissance Retirement	170	N/A
		31BB	SSILC (South Sask. Independent. Living Centre)	40	N/A
		31CC	The Heritage	130	N/A
		31DD	The Horizon	143	N/A
		31EE	Trianon Tower	122	N/A
			Subtotal – 1,863		
			Total Estimated Voters	22,386	

Appendix C - Option 2

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
4	Regular	10	W.S. Hawrylak School	6177	Yes
		11	Resurrection Roman Catholic Church	6179	Yes
		12	Wascana Plains School	6322	Yes
			Subtotal – 18,678		
	Special	31FF	Storie Manor	58	N/A
		31GG	Green Falls Landing	222	N/A
			Subtotal – 280		
			Total Estimated Voters	18,958	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
5	Regular	13	Wilfred Walker School	6993	Yes
		14	Henry Braun School	6612	Yes
		15	Dr. George Ferguson	6672	Yes
			Subtotal – 20,277		
	Special	31HH	Oxford Manor/Stewart Court	120	N/A
		31II	Queen Victoria Estates	135	N/A
		31JJ	Victoria Park Personal Care	88	N/A
			Subtotal - 343		
			Total Estimated Voters	20,620	

Appendix C - Option 2

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
6	Regular	16	Arcola Community School	5877	Yes
		17	Eastview Neighbourhood Centre	6215	Yes
	(Option 2)	17A	Church of Christ		Yes
		18	Core/Ritchie Neighbourhood Centre	5906	Yes
			Subtotal – 17,998		
	Special	31KK	Faith Baptist Place	40	N/A
		31LL	Foreman House	33	N/A
		31MM	Milton Heights	135	N/A
		31NN	Grace Lutheran Place	80	N/A
		31OO	St. Basil's Manor	57	N/A
		31PP	Embury Heights	119	N/A
		31QQ	Regina General Hospital	400	N/A
			Subtotal - 864		
			Total Estimated Voters	18,862	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
7	Regular	19	Imperial School	5434	Yes
		20	Gladys McDonald School	6078	Yes
		21	St. Gregory School	5468	Yes
			Subtotal – 16,980		
	Special	31RR	Highland Manor	58	N/A
		31SS	Regina Lutheran Home	125	N/A
		31TT	William Booth Special Care Home	83	N/A
			Subtotal - 266		
			Total Estimated Voters	17,246	

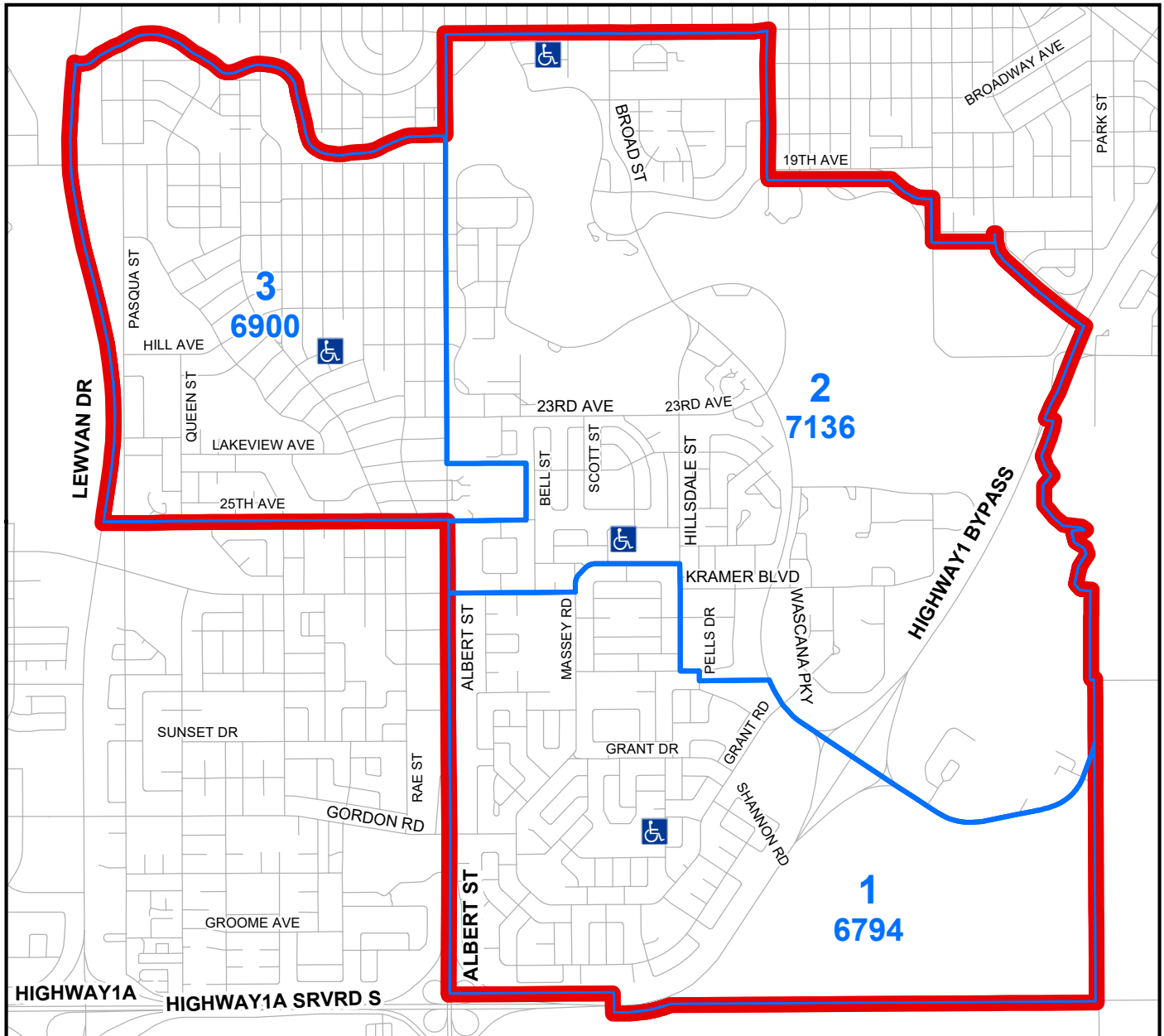
Appendix C - Option 2

2020 Municipal Election Poll Review

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
8	Regular	22	Martin High School	5567	Yes
	(Option 2)	22A	Italian Club		Yes
		23	St. Francis School	5569	Yes
		24	St. Joan of Arc School	5727	Yes
			Subtotal – 16,863		
	Special	31UU	Benson Manor	65	N/A
		31VV	Mutchmore Lodge	130	N/A
		31WW	Pioneer Village/Eastern Star Home	402	N/A
		31XX	Regina Village	100	N/A
		31YY	Trinity Manor	200	N/A
			Subtotal - 897		
			Total Estimated Voters	17,760	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
9	Regular	25	St. Josaphat School	5726	Yes
		26	North West Leisure Centre	5694	Yes
		27	Mac Neill School	5798	Yes
			Subtotal – 17,218		
	Special	31ZZ	Lakewood Manor/Norwest Place	100	N/A
			Subtotal - 100		
			Total Estimated Voters	17,318	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
10	Regular	28	Holy Family Parish	5875	Yes
		29	St. Timothy School	5438	Yes
		30	St. Bernadette School	6087	Yes
	(Option 2)	30	Elsie Mironuck		Yes
			Subtotal – 17,400		
	Special	31AAA	Huston Heights	55	N/A
			Subtotal - 55		
			Total Estimated Voters	17,455	



2020 Municipal Election

WARD 1

Polling
Area

Polling Location

Polling Address

Legend

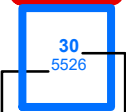
Wheelchair Accessible



Yes



Ward

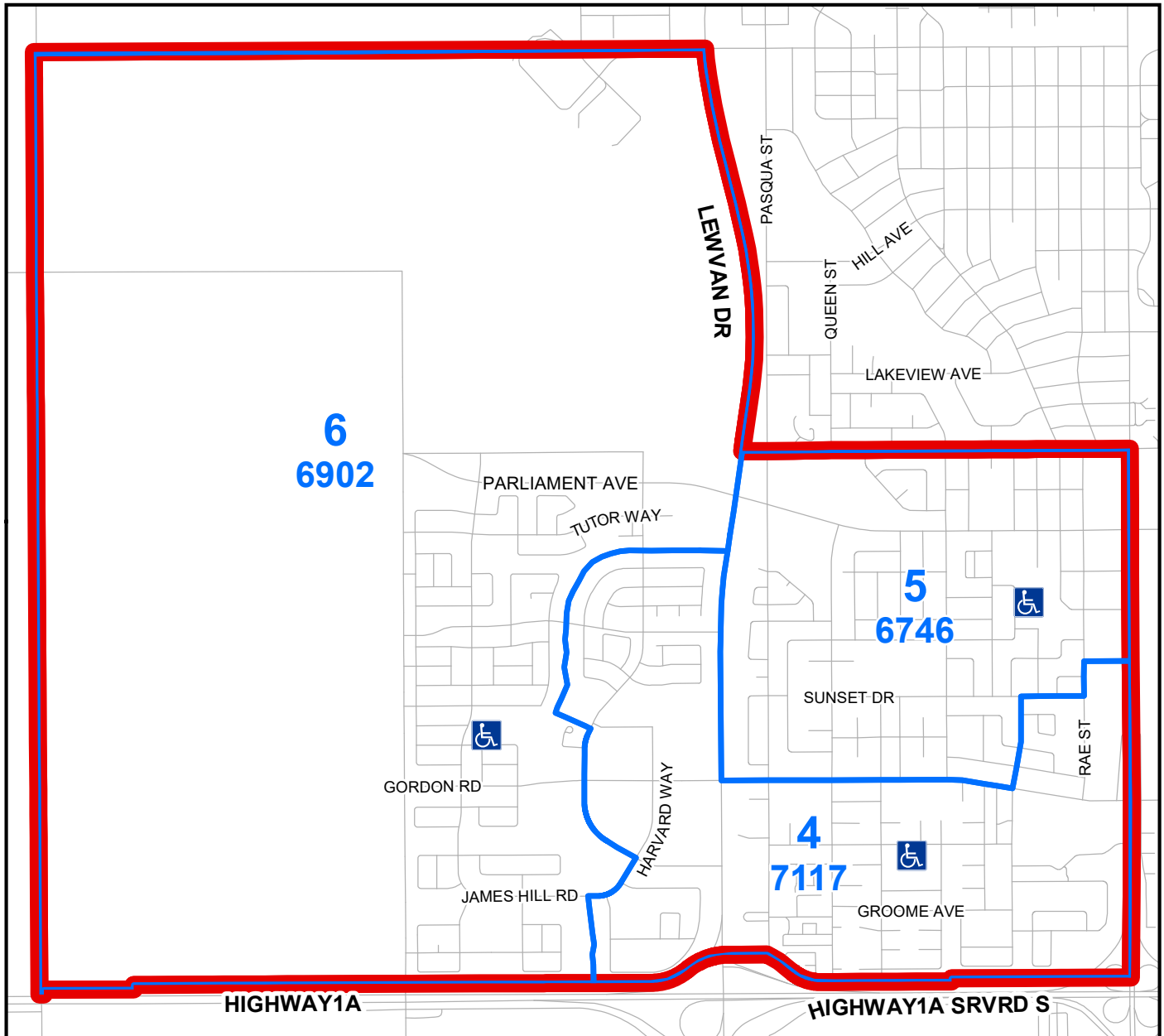


Polling Area
Boundary

Poll Number
Estimated Voters

01	St. Mathew School	4710 Castle Road
02	St. Anne's Catholic Church	1701 Cowan Crescent
02	University of Regina on College Ave	2155 College Avenue
03	St. Pius X School	3301 Garnet Street





2020 Municipal Election

WARD 2

Polling
Area

Polling Location

Polling Address

Legend

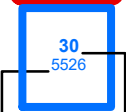
Wheelchair Accessible



Yes



Ward

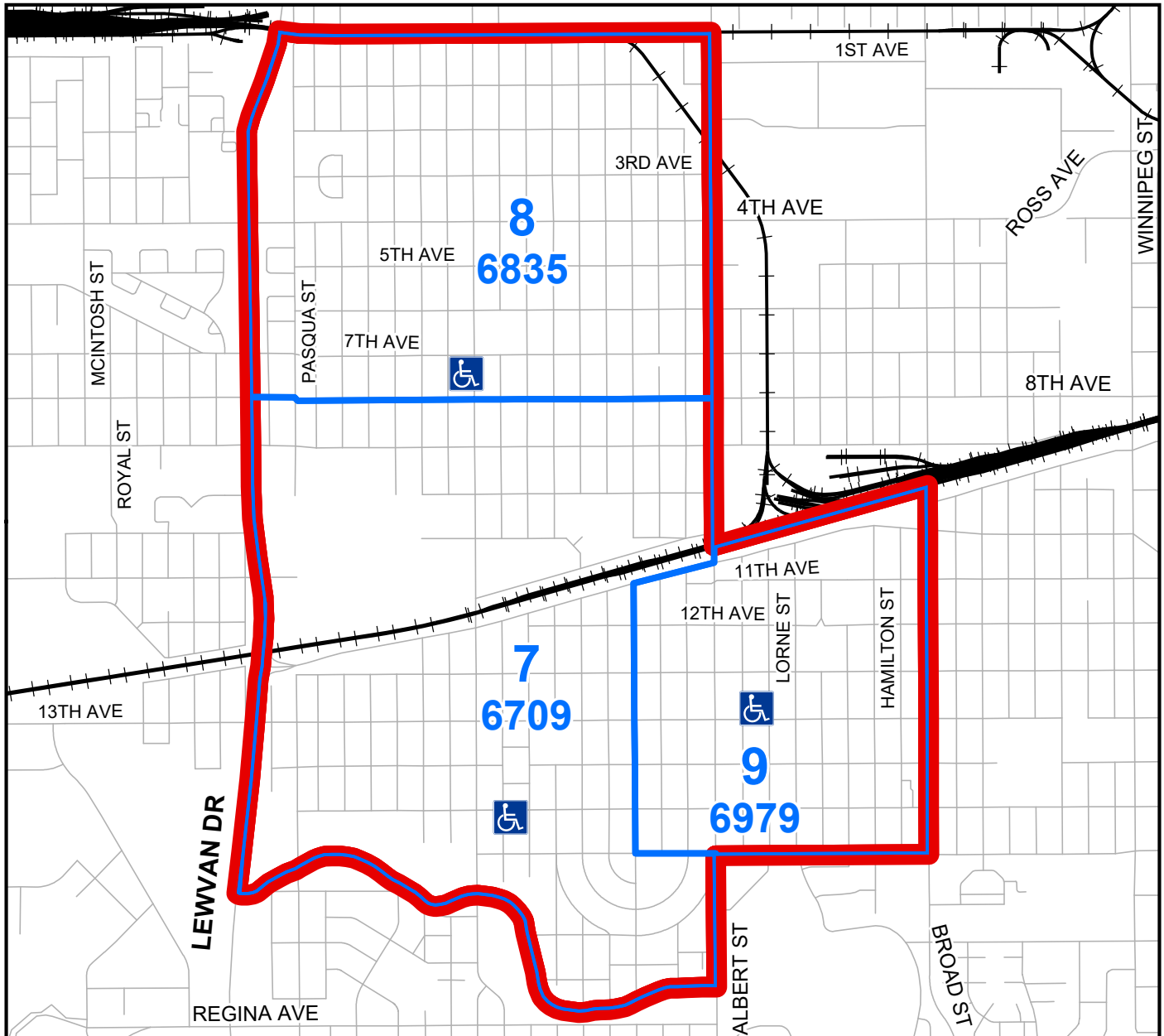


Polling Area
Boundary

Poll Number
Estimated Voters

04	Dr. A. E. Perry School	93 Lincoln Drive
05	Deshaye Catholic School	37 Cameron Crescent
06	Ecole Harbour Landing	4419 James Hill Road





2020 Municipal Election

WARD 3

Polling
Area

Polling Location

Polling Address

Legend

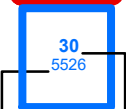
Wheelchair Accessible



Yes



Ward

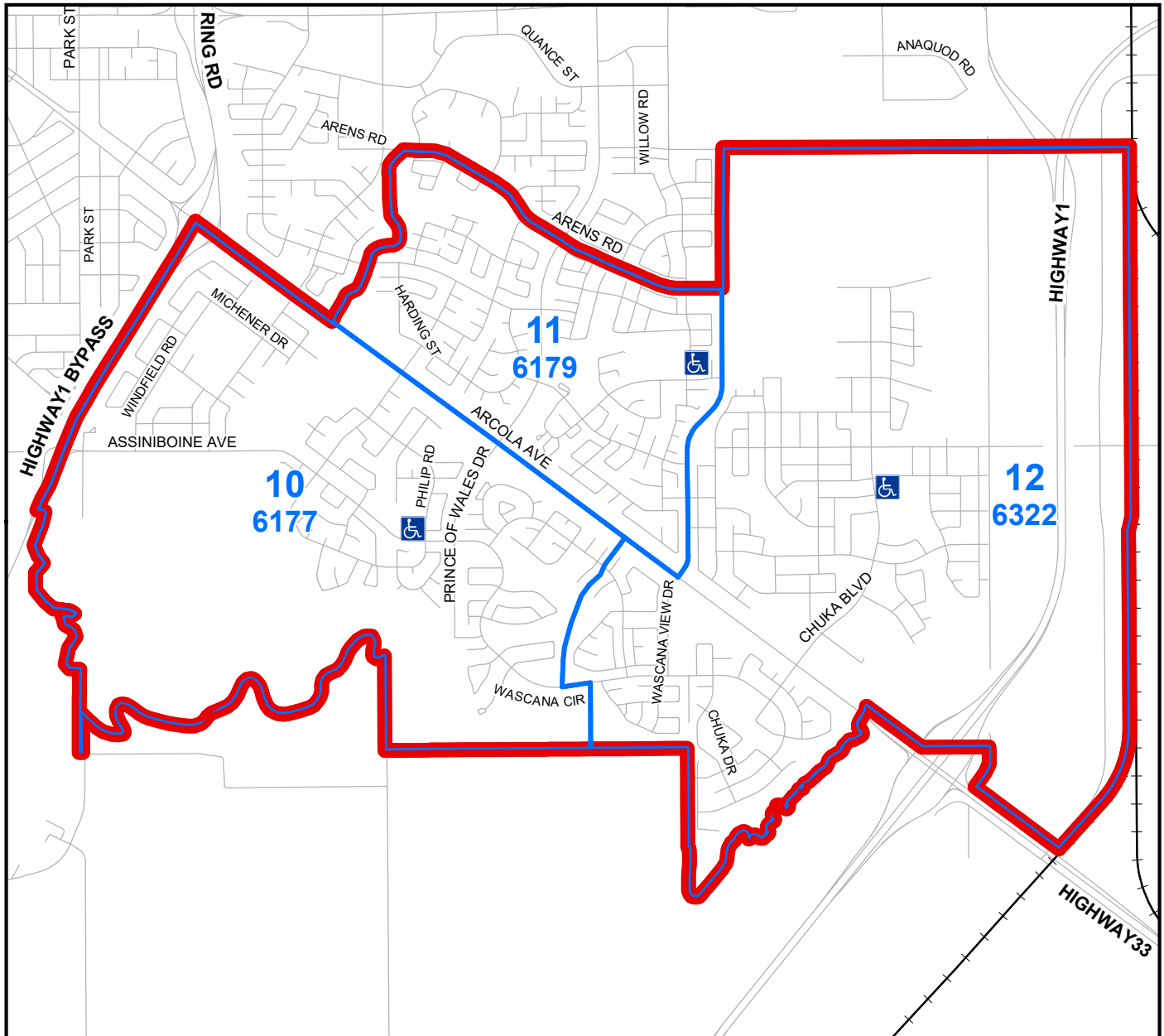


Polling Area
Boundary

Poll Number
Estimated Voters

07	St. Mary Anglican Church	3337 15th Avenue
08	Sacred Heard Community School	1325 Argyle Street
09	YMCA	2400 13th Avenue





2020 Municipal Election

WARD 4

Polling
Area

Polling Location

Polling Address

Legend

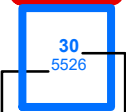
Wheelchair Accessible



Yes



Ward

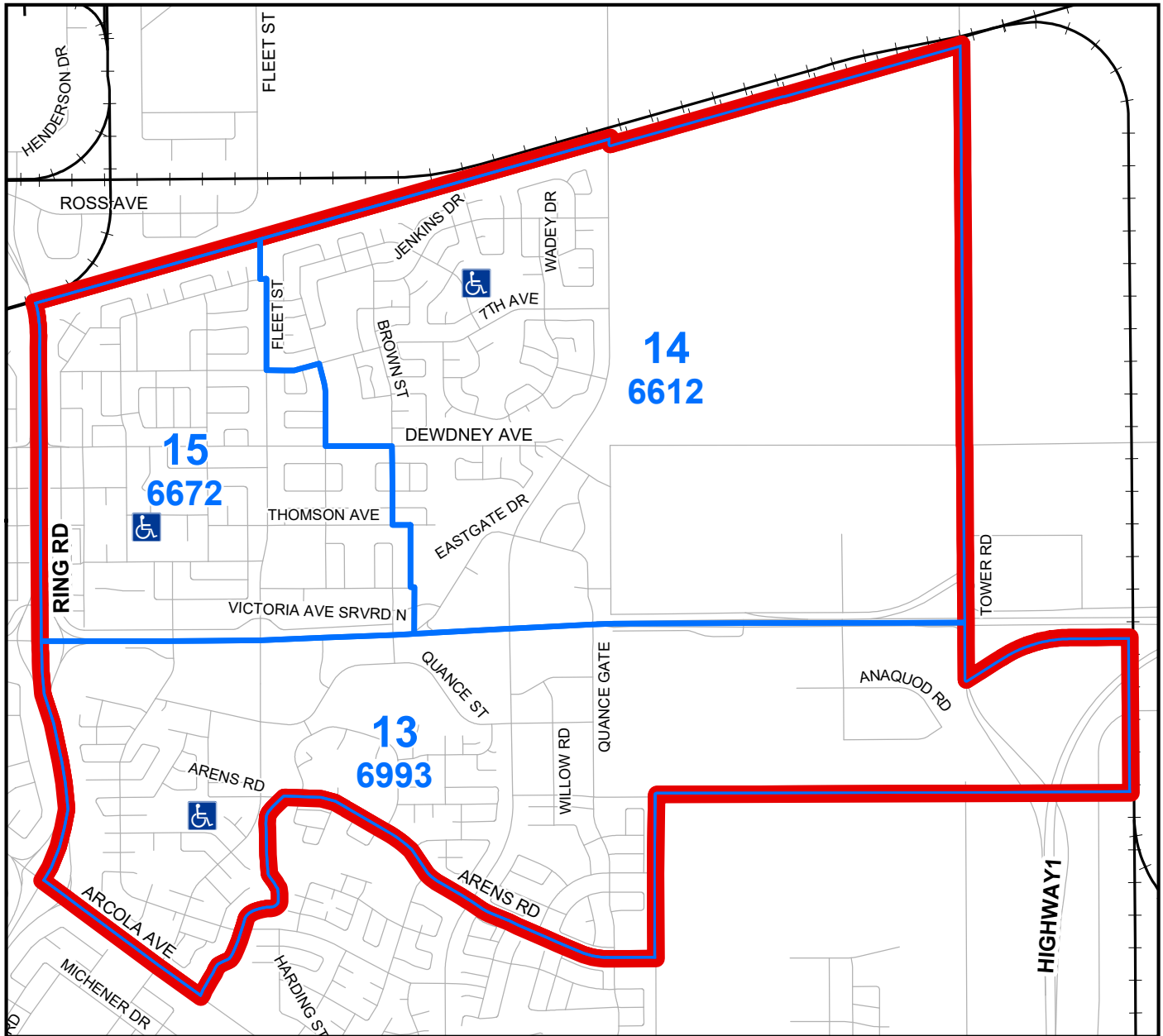


Polling Area
Boundary

Poll Number
Estimated Voters

10	W.S. Hawrylak School	2530 Assiniboine Avenue E
11	Resurrection Roman Catholic Church	3155 Windsor Park Road
12	Wascana Plains School	5125 E Green Brooks Way





2020 Municipal Election

WARD 5

Polling
Area

Polling Location

Polling Address

Legend

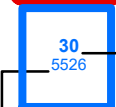
Wheelchair Accessible



Yes



Ward

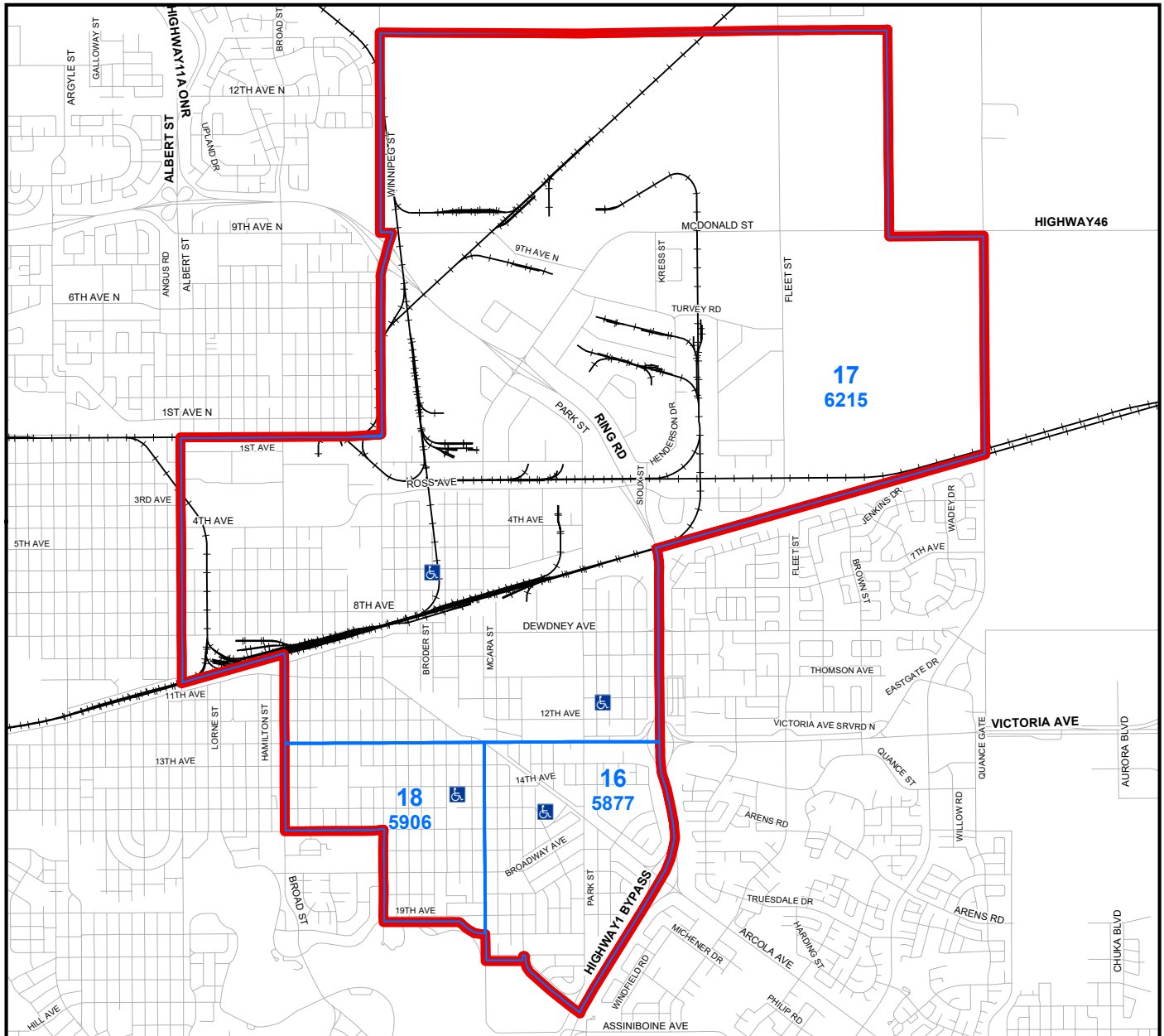


Polling Area
Boundary

Poll Number
Estimated Voters

13	Wilfrid Walker School	2102 E Wagman Drive
14	Henry Braun	710 Graham Road
15	Dr. George Ferguson	150 Brotherton Avenue





2020 Municipal Election

WARD 6

Polling
Area

Polling Location

Polling Address

Legend

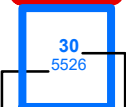
Wheelchair Accessible



Yes



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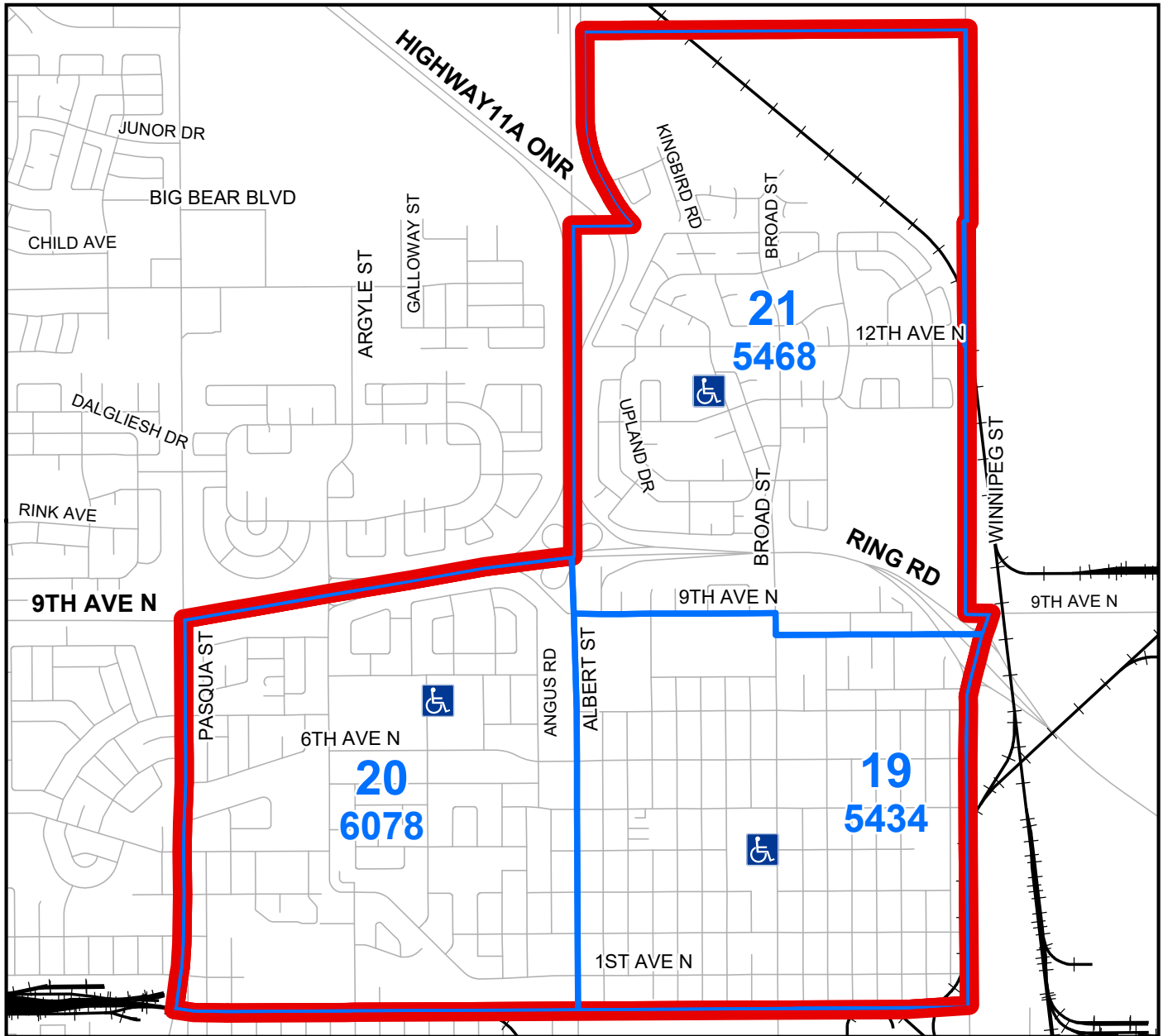


Polling Area
Boundary

Poll Number
Estimated Voters

16	Arcola Community School	2315 Abbott Road
17	Eastview Neighbourhood Centre	615 6th Avenue
17	Churc of Christ	1825 Rothwell Street
18	Core/Ritchie Neighbourhood Centre	445 14th Avenue





2020 Municipal Election

WARD 7

Polling Area Polling Location

Polling Address

Legend

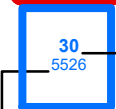
Wheelchair Accessible



Yes



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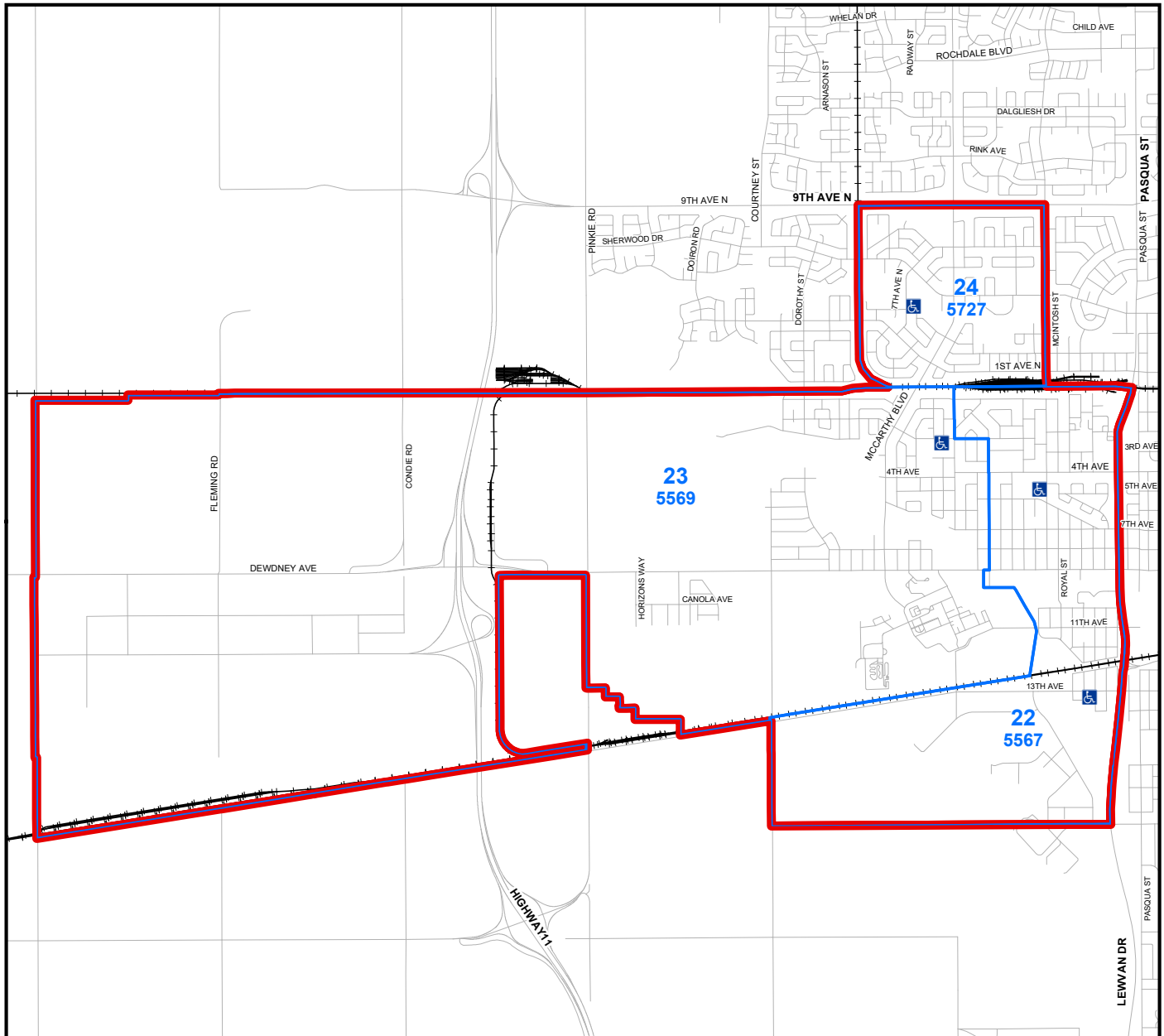


Polling Area Boundary

Poll Number
Estimated Voters

19	Imperial School	200 Broad Street
20	Gladys McDonald School	335 N Garnet Street
21	St. Gregory School	302 Upland Drive





2020 Municipal Election

WARD 8

Polling Area Polling Location

Polling Address

Legend

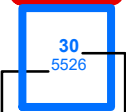
Wheelchair Accessible



Yes



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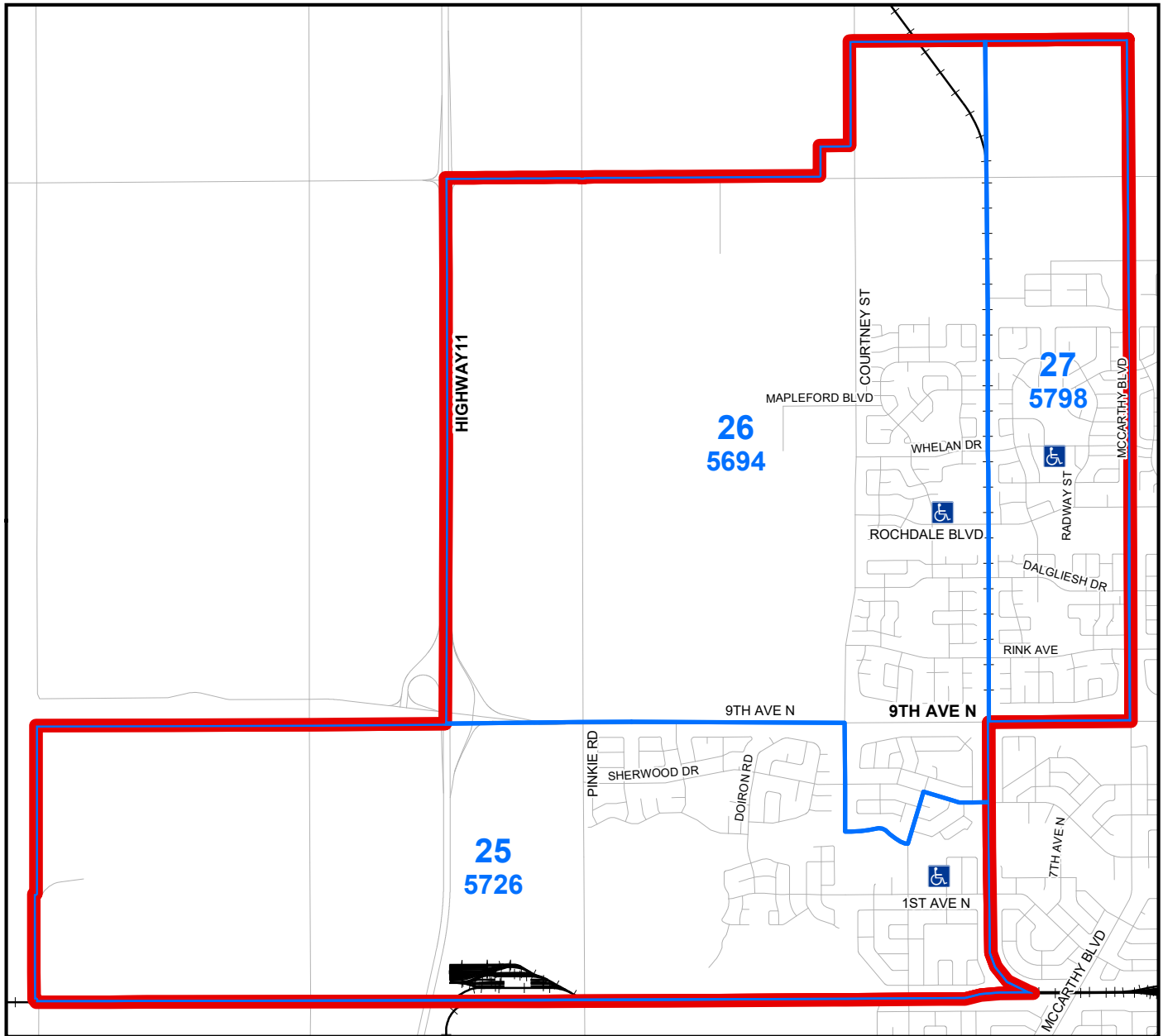
Polling Area Boundary

Poll Number

Estimated Voters

22	Martin Collegiate	1100 McIntosh Street
22	Italian club	2148 Connaught Street
23	St. Francis School	45 Mikkelson Drive
24	St. Joan of Arc School	10 Dempsey Avenue





2020 Municipal Election

WARD 9

Polling
Area

Polling Location

Polling Address

Legend

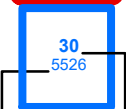
Wheelchair Accessible



Yes



Ward



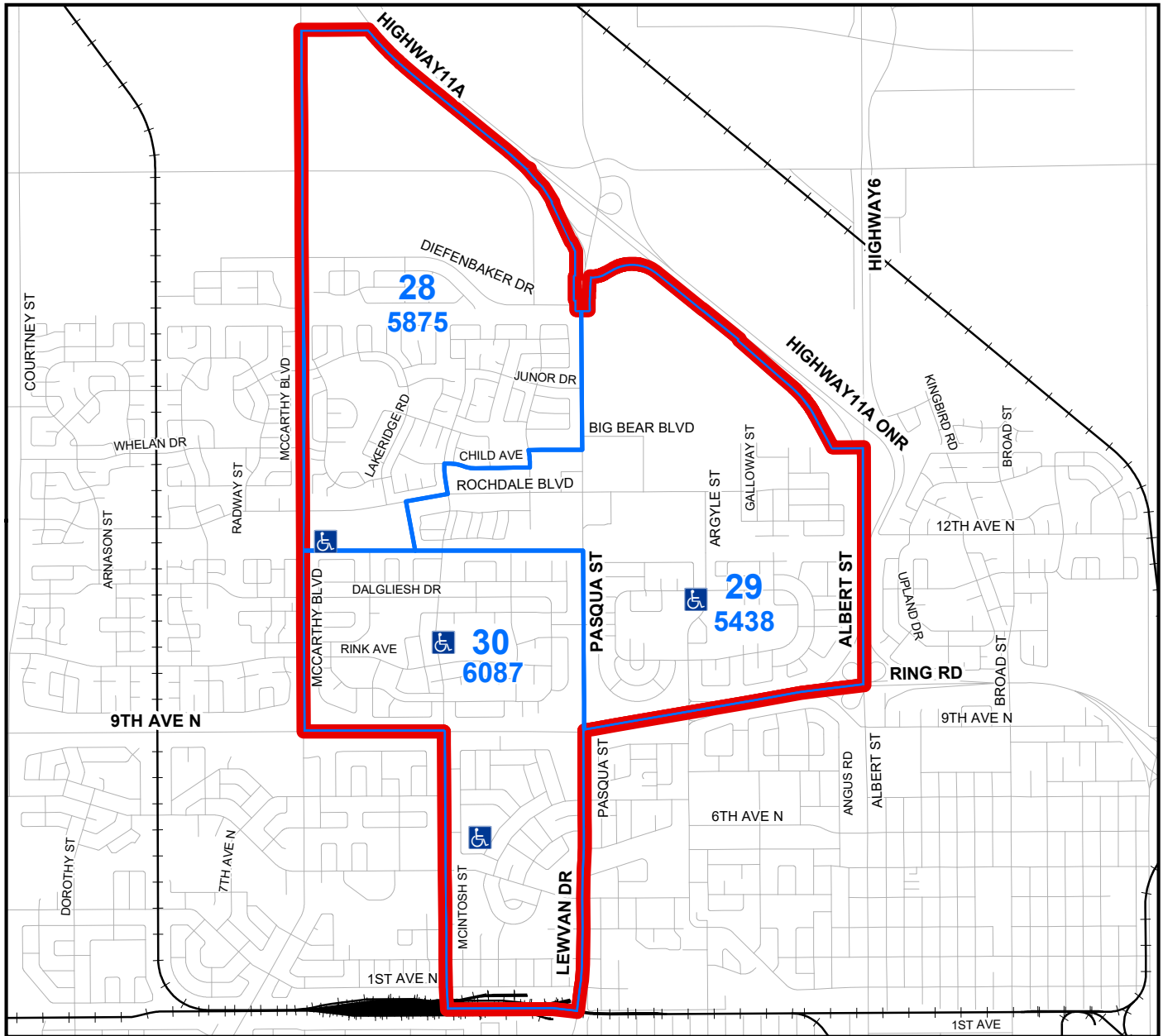
Polling Area
Boundary

Poll Number

Estimated Voters

25	St. Josaphat School	140 Greenwood Crescent
26	North West Leisure Centre	1127 N Arnason Street
27	MacNeill School	6215 Whelan Drive





2020 Municipal Election

WARD 10

Polling Area Polling Location

Polling Address

Legend

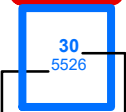
Wheelchair Accessible



Yes



Ward



Polling Area Boundary

Poll Number
Estimated Voters

28	Holy Family Parish	1021 McCarthy Blvd N
29	St. Timothy School	280 Sangster Blvd
30	Elsie Mironuck School	18 Wakefield Crescent
30	St. Bernadette School	727 McIntosh Street N



Appendix D

2020 Municipal Election Poll Hours

Regular Poll

For the purpose of taking the votes of qualified electors of the City of Regina, regular polling places shall be open from 9 am to 8 pm on the day of the Election, Monday, November 9, 2020.

Special Poll

The criteria applied in determining special polls are outline in Appendix `A`.

For the purpose of taking the votes of qualified electors of the City of Regina, the Special polling places noted below shall be open during a specified time and date. The dates and times will be coordinated with each special poll location to take place during the following dates and times:

<u>Date</u>	<u>Time</u>
Monday, November 2	9 am – 7 pm
Tuesday, November 3	9 am – 7 pm
Wednesday, November 4	9 am – 7 pm

<u>Poll</u>	<u>Poll Name</u>	<u>Poll Address</u>
31A	Broadway Terrace	1150 Broadway Avenue
31B	Cedar Wood Manor	1510 Broadway Avenue
31C	College Park II Retirement Residence	1601 Badham Boulevard
31D	Marian Chateau	3651 Albert Street
31E	Martin Luther Manor	2536 Parliament Avenue
31F	Qu'Appelle House	1425 College Avenue
31G	Selo Gardens/Personal Care	1100 McNiven Avenue
31H	The Bentley	3105 Hillsdale Street
31I	Wascana Rehabilitation	2180 - 23rd Avenue
31J	Santa Maria Senior Citizens Home	4215 Regina Avenue
31K	College Park Retirement Residence	1535 Anson Road
31L	Elmview Extendicare	4125 Rae Street
31M	Parkside Extendicare	4540 Rae Street
31N	Harbour Landing Village	4000 James Hill Road
31O	Sunset Extendicare	260 Sunset Drive
31P	Wintergreen Estates	4950 Pasqua Street
31Q	The Williston	5501 Parliament Avenue
31R	Cornwall Village	2141 Cornwall Street
31S	Lovering Place	1319 Rae Street
31T	Davis Mews	2060 Cameron Street
31U	First Baptist Place	2153 Smith Street
31V	Pasqua Hospital	4101 Dewdney Avenue
31W	Hamilton Plaza	2243 Hamilton Street
31X	Mary Helen Herchmer Place	2121 Rose Street
31Y	Palliser Place	1740 Hamilton Street
31Z	Prairie Place	2242 McIntyre Street

Appendix D

2020 Municipal Election Poll Hours

31AA	Regina Renaissance Retirement	1801 McIntyre Street
31BB	SSILC (South Sask. Independent. Living Centre)	2240 Albert Street
31CC	The Heritage	2153 Lorne Street
31DD	The Horizon	2141 McIntyre Street
31EE	Trianon Tower	2400 - 12th Avenue
31FF	Storie Manor	3333 Park Street
31GG	Green Falls Landing	3850 Green Falls Drive
31HH	Oxford Manor/Stewart Court	1717 Oxford Street
31II	Queen Victoria Estates	2025 Heseltine Road
31JJ	Victoria Park Personal Care	2400 Arens Road
31KK	Faith Baptist Place	2616 Central Street
31LL	Foreman House	1860 Ottawa Street
31MM	Milton Heights	1100 Broadway Avenue
31NN	Grace Lutheran Place	1025 Victoria Avenue
31OO	St. Basil's Manor	1722 Montreal Street
31PP	Embury Heights	2122 Winnipeg Street
31QQ	Regina General Hospital	1440 14th Avenue
31RR	Highland Manor	2221 - 5th Avenue N
31SS	Regina Lutheran Home	1925 - 5th Avenue N
31TT	William Booth Special Care Home	50 Angus Road
31UU	Benson Manor	1333 McIntosh Street
31VV	Mutchmore Lodge	328 Century Crescent
31WW	Pioneer Village/Eastern Star Home	430 Pioneer Drive
31XX	Regina Village	4550 10th Avenue
31YY	Trinity Manor	8351 Canola Avenue
31ZZ	Lakewood Manor/Norwest Place	1123 N Devonshire Drive
31AAA	Huston Heights	702 Sangster Boulevard

The following Special polling places shall be open on the day of the Election, Monday, November 9, 2020 during the hours noted below:

<u>Time</u>	<u>Poll</u>	<u>Poll Name</u>	<u>Poll Address</u>
9 am – 7 pm	31Z	Regina General Hospital	1440 14th Avenue
9 am – 7 pm	31LL	Pasqua Hospital	4101 Dewdney Avenue
11 am – 7 pm	31J	Wascana Rehabilitation	2180 - 23rd Avenue

Appendix D

2020 Municipal Election Poll Hours

Mobile Poll

Section 30 of *The Act* authorizes Council to provide a mobile poll for voters:

- (a) with a physical disability or limited mobility who are unable to attend an established polling place to vote; or
- (b) are a resident caregiver and the care required for the elector with the physical disability or limited mobility does not allow them to attend an established polling place to vote.

The mobile poll service involves an election official going out to the home of the voter to take their vote. Voters at special care facilities that are too small to warrant establishing a special poll at their facility for the required two hour minimum time frame would also be eligible for this service. In the 2020 Election we will be encouraging the mail-in ballot system for the eligible electors, however the mobile poll option will also be provided through an application process.

For the Purpose of taking the votes of qualified electors in the City of Regina, Mobile Poll shall be held on the same day as the Advance Poll at the discretion of the Returning Officer.

Poll	Address	Date	Time
32	N/A	Monday, November 2	As Required
		Tuesday, November 3	As Required
		Wednesday, November 4	As Required

Appendix D

2020 Municipal Election Poll Hours

Advance Poll

Section 83 of *The Act* authorizes Council to establish an advance poll for voters at least three days and not more than 15 days before the day of the election. In an effort to raise awareness, encourage voter turnout and provide opportunities for voting while people are active in the community, it is recommended that the advance polls be conducted during the week prior to the election.

For the purpose of taking the votes of qualified electors in the City of Regina, Advance Polls shall be held at the following locations and during the hours noted below:

Poll	Name	Address	Date	Time
32A	City Hall & City Hall Drive Thru	2476 Victoria Avenue McIntyre Street	Monday, November 2, Tuesday, November 3 & Wednesday, November 4	7 am – 6 pm
32B	Northgate Mall	489 Albert Street	Monday, November 2, Tuesday, November 3 & Wednesday, November 4	10 am – 6 pm
32C	North West Leisure Centre	1127 Arnason Street	Monday, November 2, Tuesday, November 3 & Wednesday, November 4	10 am – 8 pm
32D	South Leisure Centre	170 Sunset Drive	Monday, November 2, Tuesday, November 3 & Wednesday, November 4	10 am – 8 pm
32E	Victoria Square Mall	2223 E Victoria Avenue	Monday, November 2, Tuesday, November 3 & Wednesday, November 4	10 am – 6 pm 10 am – 8 pm

Appendix E

2020 Municipal Election Election Official – Rates of Remuneration

Remuneration is based on a daily rate and would be calculated at an hourly rate if required. The expectation is individuals will work between 9 and 12 hours on Election Day. There is typically no breaks allotted for Elections to ensure the secrecy of ballots and integrity of the Election processes.

<u>Remuneration Type</u>	<u>Rate</u>
Hourly rate for other Election Office Staff	\$19.28
<u>Training</u>	
Supervisor	\$100
Deputy Returning Officer (Issuing/Receiving)	\$50
Poll Clerk	\$50
<u>Regular Polls</u>	
Supervisor	\$313 (+\$50 for specific tasks)
Deputy Returning Officer (Issuing/Receiving)	\$253
Poll Clerk	\$223
<u>Special Poll & Mobile Polls</u>	
Deputy Returning Officer (Issuing)	\$253
<u>Advance Poll</u>	
Supervisor	\$678 (+\$50 for specific tasks)
Deputy Returning Officer (Issuing/Receiving)	\$548
Poll Clerk	\$483

**Adjustments to the remuneration rates provided above will be made should a circumstance arise that the full work commitment cannot be completed.

New Employee Code of Conduct, Theft and Fraud Policy and Whistleblower Policy

Date	January 15, 2020
To	Executive Committee
From	Citizen Experience, Innovation & Performance
Service Area	Office of the City Clerk
Item #	EX20-2

RECOMMENDATION

That the Executive Committee recommend that City Council:

1. Direct the City Solicitor to amend Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw* so that:
 - (a) the code of conduct and disclosure rules in the Bylaw will no longer apply to any City employees as these rules will be replaced with a corporate policy approved by the City Manager;
 - (b) with the exception of the City Manager, City Clerk and City Solicitor, the process in the Bylaw for disclosing conflicts of interest and dealing with violations will no longer apply to City employees but will be governed by the corporate policy;
 - (c) the City Manager, City Clerk and City Solicitor will be subject to the code of conduct and disclosure rules in the new corporate policy but the process for dealing with disclosures of conflicts of interest and violations by these three positions will still be in the Bylaw and will include the following:
 - (i) the City Manager will review and provide direction on disclosures made by the City Clerk and City Solicitor as well as deal with complaints with respect to these positions, although any disciplinary action involving termination would be decided by the Executive Committee;
 - (ii) the Mayor will review and provide direction on disclosures made by the City Manager;
 - (iii) the Executive Committee will retain the authority to deal with any complaints

with respect to the City Manager including taking any disciplinary action for violations;

- (d) the code of conduct and disclosure rules and process for dealing with disclosures and violations in the Bylaw will continue to apply to non-council members on boards and committees established by Council;
 - (e) the references to the former legislation, *The Urban Municipality Act, 1984* will be updated to reflect the equivalent *Cities Act* provisions and other outdated references will be updated, including attaching the disclosure of land holdings form which is filled out by non-council members on those boards and committees specifically outlined in the Bylaw.
2. Approve the repeal of the “Employment of Relatives Policy” that was approved in 1990 as it will be replaced with a section on employment of relatives in the new corporate policy approved by the City Manager.
 3. Direct the City Solicitor to amend Bylaw 2003-70, being *The City Manager’s Bylaw* to expressly authorize the City Manager to establish an employee code of conduct under the powers, duties and function of the City Manager to coincide with the City Manager’s general authority over employees.
 4. Approve the repeal of the “Employment of Relatives Policy” and the amendments outlined in recommendations 1 and 3 to come into force on March 1, 2020.
 5. Approve these recommendations at its January 29, 2020 meeting.

ISSUE

The City’s current employee code of conduct has not been updated in a number of years. The code is contained in Bylaw 2002-57, *The Regina Code of Conduct and Disclosure Bylaw*. It is recommended that the employee code of conduct provisions be modernized and moved from a Bylaw to a corporate policy to be approved by the City Manager, as the City Manager is responsible for disciplining employees under the code. Further, corporate policies are easier to update and can provide more explanation, guidance and examples than a bylaw.

Some Council members have requested an update on the City’s Theft and Fraud Policy and Whistleblower Policy. The City Manager and the Executive Director, Financial Strategy and Sustainability, have approved these new policies and are in the process of implementing them. This report also provides information on these policies.

IMPACTS

Policy/Strategic Impact

Reviewing and implementing new employee policies is in alignment with the 2018-2021 Strategic Plan objectives of Enhancing Employee Performance and Embed One City – One Team Principle.

There are no financial, environmental, risk/legal or other implications or considerations.

OTHER OPTIONS

Council could decide to leave the current code in the current Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw*, instead of updating it and moving it to a corporate policy.

This would leave gaps in some areas, such as social media, as the current code does not speak to this. Keeping the current code in a bylaw would also mean that it would lack the more detailed explanation of each principle and examples and would be more difficult to update.

COMMUNICATIONS

The Director, People and Organizational Culture has discussed all three policies with the City's unions and associations and has developed an implementation and educational plan for employees. It is recommended that the Bylaw amendments and repeal of the Employment of Relatives Policy come into effect March 1, 2020 with education sessions commencing in March 2020. Education will continue throughout 2020 until all employees have received training and will be continuous thereafter as refresher training and as orientation for new employees.

DISCUSSION

Under *The Cities Act*, Cities are required to establish employee codes of conduct and the City has done this through *The Regina Code of Conduct and Disclosure Bylaw*, Bylaw No. 2002-57. This Bylaw was passed in 2002 and establishes a code of conduct for employees and non-council members appointed to Council committees, boards and commissions.

Because the code of conduct is in the form of a Bylaw, it lacks some of the detail one would normally see in a modern corporate policy such as guiding principles and examples. Council members are **not** covered under this Bylaw but instead are covered by the conflict of interest sections in *The Cities Act* and *The Code of Ethics Bylaw*.

The Administration has conducted a review of various employee codes of conduct used in other municipalities and has developed a new employee code of conduct in the form of a corporate policy. This report requests that bylaw amendments be made to remove employees from the application of Bylaw 2002-57 and expressly provide authority to the City Manager to establish an employee code of conduct. This authority would be included in *The City Manager's Bylaw*, Bylaw 2003-70.

Code of Conduct

The current *Regina Code of Conduct and Disclosure Bylaw*, Bylaw No. 2002-57, contains provisions relating to engaging in outside employment or business interests, conflicts of interest, political involvement, gifts and use of City property or information for private benefit or profit.

The following sets out the areas covered in the new Employee Code of Conduct Policy (the Code) and provides a comparison to what exists in the current Bylaw:

- **Conflicts of interest** – The new Code differs from the Bylaw in that there is a large section on conflicts of interest which includes more detail on what a conflict of interest is as well as examples. Many provisions in the existing Bylaw are covered in this section. It includes prohibitions on employees using their position with the City to further their own

private interests or the interests of business associates or relatives. Employees are required to disclose in writing any situations where a conflict of interest is present or may arise. Where conflicts are disclosed, management can ensure steps are taken to remove the employee from the situation. In addition to the general duty to disclose conflicts of interest, employees in certain positions are also required to fill out and provide a financial disclosure form on any business interests they, their spouse or minor children have in any property, corporations or partnerships that may involve the City. The current Bylaw has a similar provision, but it only requires disclosure of interests in land.

- **Interactions with others** – This is a new section in the Code that requires employees to act in a respectful manner towards the public and fellow employees. It also includes rules around employees' behaviour in their private lives, especially in the area of social media. This last aspect is new and is an emerging area that needs to be covered under the policy. Where an employee can be identified as a City employee in their social media, they must be careful as to how their social media accounts reflect on the City's image, other employees and the accuracy of information conveyed. This section includes the restriction that only authorized employees may speak on behalf of the City in a public forum.
- **Theft and Fraud** – This section in the new Code requires employees to comply with the *Criminal Code* as well as the City's Theft and Fraud Policy, that the City Manager and Executive Director of Financial Strategy and Sustainability have recently approved. The new Code does not provide any detail on theft and fraud as there is no reason to duplicate these provisions in both policies.
- **Management of information** – This section of the new Code is short and advises employees that they need to comply with *The Local Authority Freedom of Information and Protection of Privacy Act*. A comprehensive review of this area is not set out in the new Code as there are a number of existing corporate policies in this area and the Office of the City Clerk provides ongoing training to employees in this area.
- **Outside employment / business interests** – Both the existing Bylaw and the new Code contain restrictions on employees engaging in outside employment or business. The general policy is the same in the new Code as it was in the Bylaw but the Code provides more detail of what is and is not allowed. The new Code restricts employees from engaging in outside employment or a business undertaking outside of their position with the City if this activity would interfere with the employee's duties with the City or could cause a conflict of interest or perceived conflict of interest. The new Code also requires employees whose outside employment or business interests could interfere with their duties or potentially be in a conflict to disclose this to their department head and to seek prior approval. The new provisions outline a process the employee should follow to obtain approval including the criteria the City would consider in granting the approval.
- **Gifts** – Both the existing Bylaw and the new Code contain restrictions on employees accepting gifts. The Bylaw does not allow an employee to accept a gift or benefit from any person directly or indirectly involved with the City unless the gift is a normal exchange of hospitality among persons doing business; it is exchanged as part of a protocol; or is a normal contribution for or award or prize made to persons participating in charitable, professional or public functions.

The new draft Code contains more detail on what is acceptable, and it sets out some monetary limits (\$25 or under) under which employees can accept a gift without disclosing it and without seeking approval if certain requirements are met. The requirements are as follows:

- it is in the context of a business meeting or interaction, or in the context of a recognized charitable event or is ceremonial in nature;
- it is an infrequent occurrence;
- it legitimately serves a business purpose;
- it is appropriate to the business responsibilities of the individual employee; and
- the gift or hospitality is not an attempt to seek special favours or advantages from the employee or the City.

Acceptance of gifts of monetary amounts between \$25-\$100 must meet these same requirements but also require disclosure to and approval from management. In addition, the new Code allows some management and professional staff, as part of their business responsibilities for the City, to participate in hospitality events that may involve a higher monetary value than the guidelines above. However, these staff must be expressly authorized to participate in these events as part of their job and the event must serve a legitimate business purpose and meet the requirements in the policy with respect to hospitality, travel, accommodations and entertainment.

- **Employment of Relatives and Personal Relationships in the Workplace** – The Bylaw does not contain any provisions on this as employment of relatives was dealt with in a separate Council approved “Employment of Relatives” policy. It is recommended that the Council approved policy be repealed, and that this area be dealt with under the new Code. Under the new Code, the general rule is that a spouse, child or parent of a current City employee or City elected official would not be considered for employment or changes in employment if placement would create a direct or indirect reporting relationship between the employee’s spouse, child or parent and the employee.

Employees who become involved in a spousal relationship, significant social relationship, or who become related over the course of their employment may continue as employees if no direct reporting or indirect reporting relationship exists between such employees. If there is a direct or indirect reporting relationship between the two employees, the City will attempt to find a suitable job to transfer one of the affected employees.

- **Political, community and outside activities** – The policy in this area is similar in both the Bylaw and new Code. Political, community, and outside activities are generally permitted as long as they are not done on work time and do not cause a conflict of interest with the employee’s duties or could be seen to cause a conflict of interest with the employee’s duties. Further, to ensure public trust in the City, employees are required to be personally impartial and free from undue political influence in the exercise of their duties. The new Code provides much more detail on what constitutes political activities and sets out rules regarding municipal elections and taking leaves of absence where employees wish to run for office.
- **Process for dealing with disclosures and violations** – Under the new Code, violations and employee disclosures are required to be reported to department heads, the People and Organizational Culture Department or another designated position (if a

specific position has been designated). Once disclosed, department heads or the People and Organizational Culture Department would consult with the Office of the City Solicitor if needed as to what action to take with respect to the disclosure or violation. The disclosures are required to be made in writing and the City is required to document the disclosure and the action taken.

The process for dealing with disclosures and violations in the new Code is slightly different for the City Manager, City Solicitor and City Clerk as these positions are appointed directly by City Council. Disclosures required to be made by the City Clerk and City Solicitor are to be provided to the City Manager and then adjudicated by the City Manager. Disclosures required to be made by the City Manager under this Code are required to be made to the Mayor for review and adjudication.

Any violations of the Code by the City Clerk or City Solicitor are to be dealt with by the City Manager with the exception of taking disciplinary action in the form of termination which would have to be dealt with by the Executive Committee and Council. Any violations of the Code by the City Manager are dealt with by Executive Committee and Council.

A draft of the new Employee Code of Conduct is attached as Schedule "A" for information.

In addition to removing employees from Bylaw 2002-57, it is recommended that legislative and other references in Bylaw 2002-57 be updated as this bylaw will still apply to non-council members on boards and committees. In this regard, it is also recommended that the disclosure of land holdings form that is currently required under the Bylaw to be filled out by non-council members be attached to the bylaw.

Theft and Fraud Policy

The Theft and Fraud Policy approved by the City Manager and the Executive Director, Financial Strategy and Sustainability, identifies a contact person or persons for reporting theft and fraud. The Policy also sets out the process for investigating theft and fraud, provides examples of theft and fraud and generally places an onus on employees to report theft, fraud and suspicious activity. The Policy maintains the confidentiality of employees reporting theft and fraud by including clear sections prohibiting reprisals or retaliation against employees who in good faith report theft or fraud.

Whistleblower Policy

The Whistleblower Policy provides a mechanism for employees to report wrongdoing related to the City in a confidential manner where there is fear of reprisal. Unless there is a fear of reprisal, employees should use established mechanisms to report wrongdoing. Complaints regarding Council decisions or policies are outside of the scope of the Policy and complaints about Council members would be directed to the Integrity Commissioner or the Ombudsman in the case of Council member conflicts of interest.

Under the Policy, complaints of wrongdoing are required to be reported to the City Manager who will determine the best approach to move forward to independently and objectively investigate the complaint. Employees may report wrongdoing through a confidential e-mail address, confidential mailbox or confidential telephone number established for such reporting. The Policy prohibits anyone from taking any action in reprisal against an employee making a report of wrongdoing.

The City Manager will review all reports promptly and appoint a designate for each report. The designate may be a third party independent investigator or City staff, when appropriate. If upon initial assessment it appears that the concern raised could materially affect the financial position of the City, the integrity of the City's system of internal controls, or the City's exposure to liability, the designate shall advise the City Manager, City Solicitor, and Executive Director, Financial Strategy and Sustainability.

The designate appointed by the City Manager to investigate will document the results of each investigation in a confidential report. The designate will report the particulars of all completed investigations to the City Manager, with a copy to the City Solicitor. Where underlying causes of wrongdoing can be identified, the City Manager will assign responsibility to ensure steps are taken to address them and mitigate the risk of further occurrences.

If a report of wrongdoing concerns the City Manager or a member of the City Manager's office, the employee shall submit a report to the City Solicitor and the City Solicitor shall appoint a designate for the purposes of investigation of that report and will oversee the investigation and results.

DECISION HISTORY

No previous decision has been made with respect to the new Employee Code of Conduct.

The recommendations contained within this report require City Council approval.

Respectfully Submitted,



Louise Folk
Executive Director
Citizen Experience, Innovation & Performance

Respectfully Submitted,



Chris Holden
City Manager

Prepared by: Jana-Marie Odling, Legal Counsel

ATTACHMENTS

The City of Regina Code of Conduct final november 2019
Disclosure of Business Interests (003)

Employee Code of Conduct

City of Regina



REGINA
Infinite Horizons

Contents

Part I – Introduction	2
1. Purpose	2
2. Application	2
3. Employee and Management Responsibilities	4
4. Compliance	4
5. Code of Conduct Core Principles	5
6. Ethical Questions	6
Part II - Rules and Guiding Principles	8
1. Conflict of Interest	8
2. Interactions with Others	12
3. Theft, Fraud and Misuse of City Time and Assets	13
4. Management of Information	13
5. Outside Employment and Business Interests	14
6. Gifts, Benefits, Perks, Favours, Honorariums and Gratuities	18
7. Employment of Relatives and Personal Relationships in the Workplace	21
8. Political, Community, and other Outside Activities	23
Appendix A - Financial Disclosure Form	

Part I – Introduction

1. Purpose

Section 85.1 of *The Cities Act* requires that every city have an employee code of conduct. City Council has delegated the responsibility for employees and establishing a code of conduct for employees to the City Manager through *The City Manager's Bylaw*, Bylaw 2003-70. The Employee Code of Conduct (the “Code”) explains the expected rules of behaviour for City employees so that employees act with integrity and treat fellow employees and the public with dignity, respect and trust. Where employees comply with the Code this ensures that:

- the City’s resources and assets are used appropriately; and
- public confidence is maintained.

2. Application

This Code applies to all employees at the City. Although the City Manager, City Solicitor and City Clerk report directly to City Council, these positions are also all required to comply with this Code. Disclosures required to be made by the City Clerk and City Solicitor are to be provided to and determined by the City Manager. Disclosures required to be made by the City Manager under this Code are required to be filed with the Mayor with any determinations on disclosures shall be made by the Mayor. The process for dealing with disclosures by the City Manager, City Solicitor and the City Clerk is provided for in Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw*.

Employees are required to comply with this Code and any other corporate policies, City bylaws, or provincial and federal legislation.

The Code does not include an exhaustive list of all employee requirements or employee restrictions. Where other corporate policies or legislation are important to a rule or guiding principle in the Code, these related resources may be noted in that rule or guiding principle. In addition, employees must be aware of and comply with the following list of related corporate policies, legislation and other documents:

- Acceptable Use Policy for Internet Access and E-mail
- Access to Information Policy
- Access to Personnel Records Policy
- Alcohol Policy
- Corporate Information Security Policy
- Corrective Discipline Policy
- Criminal Record Check Policy

- Employee Privacy Guidelines
- Employee Theft and Fraud Policy
- Harassment Policy
- Information Management Policy
- Mobile Device Security Policy
- Mobile Device Support Policy
- Money Handling Policy
- Money Handling Procedures
- Purchasing Card Policy
- Purchasing Procedures Manual
- Reasonable Suspicion Guidelines
- Remote Access Policy
- Respectful Customer Conduct Policy
- Respectful Workplace Policy
- *The Cities Act*
- *The Criminal Code of Canada*
- *The Local Authority Freedom of Information and Protection of Privacy Act*
- *The Local Authority Freedom of Information and Protection of Privacy Regulations*
- *The Local Government Election Act, 2015*
- *The Occupational Health and Safety Regulations 1996*
- *The Regina Administration Bylaw, Bylaw 2003-69*
- *The Saskatchewan Employment Act*
- *The Saskatchewan Human Rights Code*
- Travel Policy
- Vehicle Expense Reimbursement Policy
- Violence Policy
- Virtual Private Network (VPN) Policy
- Whistleblower Policy

This Code is not intended to conflict with provincial or federal legislation or the City's bylaws, employment contracts and collective bargaining agreements. If there is a conflict these other documents apply. There are also City employees who are required to adhere to professional codes of conduct (such as engineers, lawyers, accountants). These employees must seek clarification from management and their professional associations where there is a conflict between this Code and their professional obligations.

The Code does not apply to elected officials or persons appointed to committees or boards established by City Council. Members of City Council are required to comply with *The Cities Act* and Bylaw 2017-4, being *The Code of Ethics Bylaw, 2017*. Non-council members of boards and committees are required to follow Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw*.

3. Employee and Management Responsibilities

Employees are responsible for:

- reading and following this Code;
- asking for an interpretation of this Code from their Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues) if they are unsure of the rules in this Code;
- disclosing any interests, including those of any relative, business associate or friend, which may put an employee in a conflict of interest or which may **appear** to put an employee in a conflict of interest;
- disclosing a detailed description of any potential breach of this Code by the employee themselves or by other employees.

Employees are required to disclose breaches of the Code to the employee's Department Head, the department responsible for human resources or another designated employee (where a specific position has been designated to deal with Code issues).

Management is responsible for:

- making employees aware of this Code;
- providing employees with interpretations regarding potential breaches of this Code;
- informing senior management of any breach of this Code;
- promoting and encouraging employees' access to this Code;
- not threatening to or making reprisals against an employee when an employee has taken an action to disclose unlawful activity;
- taking appropriate action as described in this Code, with respect to any breach of this Code.

Where possible, management will protect the confidentiality of an employee who discloses another employee's breach of this Code. All employees must co-operate during an investigation of a suspected breach of this Code. Retaliation against complainants, witnesses or investigators is prohibited. In this regard, the City's Whistleblower Policy applies.

Prior to taking action on a breach of the Code, management must seek the advice of the City Solicitor or the department responsible for human resources to protect the City's legal interests and employee's rights in later disciplinary actions and prevent further losses or damage to the City.

4. Compliance

Employee complaints about any breach of the Code are required to be made in writing and submitted to the employee's Department Head, the department responsible for human

resources or another designated position (where a specific position has been designated to deal with Code issues). Public complaints about an employee's breach of the Code are required to be made in writing and submitted to the City Manager or another designated position (where a specific position has been designated to deal with Code issues).

Complaints about a breach of the Code by the City Manager, City Solicitor or City Clerk shall be reported in writing and dealt with in accordance with Bylaw 2002-57 being *The Regina Code of Conduct and Disclosure Bylaw*. This bylaw applies because these three positions report directly to Council.

Any employee who breaches this Code, including the requirement to disclose one's violations may be subject to, but not limited to, any one or combination of the following depending on the breach:

- appropriate disciplinary action (up to and including dismissal from employment);
- withdrawal of the employee from participation in the dealings or decision-making processes relative to the issue;
- payment of restitution;
- civil action;
- criminal prosecution;
- divesting themselves of the outside interest;
- transferring the employee to another position or a similar position within the same or another department.

If management is investigating an employee for breaching this Code the employee may be suspended with or without pay or be re-assigned to other duties until the investigation is complete. Management will determine the appropriate action in consultation with the department responsible for human resources. Management will consider the Corrective Discipline Policy when determining disciplinary action for breaches of the Code.

5. Code of Conduct Core Principles

The Code is based on the following key principles:

Integrity

Because the City is a level of government and is publicly funded, employees are expected to:

- make decisions that are in the best interest of the City;
- make decisions that benefit the municipal corporation and the community;
- act lawfully and within the authorities of *The Cities Act* and any other applicable legislation; and
- be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.

Accountability

City employees are accountable to each other, the community, City Council and the municipal corporation for every decision that they make. In turn, decision-making processes must be transparent.

Respect

City employees must conduct public business efficiently, with decorum and with proper attention to the City's diversity. Employees must treat each other and the public with respect at all times. A respectful workplace is one in which others are treated with courtesy and differences of opinion are openly encouraged.

6. Ethical Questions

The Code will not answer every question or pose a solution in all cases. Employees must understand the standards of ethical behaviour set out in the Code and use discretion in its application. Employees must avoid situations that would lead to a conflict of interest, favouritism, misbehaviour and any other ethical dilemma that may arise.

Each City employee makes numerous work related decisions every day. While many of these decisions do not pose any ethical dilemma, external influences or personal interests can make these ethical decisions more difficult.

Below is a set of questions an employee can ask upon being confronted by an ethical dilemma:

1. Is my action inconsistent with approved City policies and practices?
2. Will this result in a personal gain or benefit?
3. Could an outside person, a fellow employee or the media perceive this action as unethical?
4. Will the action bring discredit to me or to the City if disclosed?
5. Would I have difficulty objectively defending my actions to my supervisor, other employees or to the general public?
6. Will I owe somebody something as a result of this action?
7. Was this gift/action intended to influence my decision?

8. Would I hesitate to take this action or to allow my employees to take this action in my own company?

If you answered “**YES**” to any of these questions, you may have an ethical dilemma.

Note: If a situation ever arises where you are unsure how to act or you have a question regarding corporate policy please seek guidance from your Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues).

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Part II - Rules and Guiding Principles

1. Conflict of Interest

Purpose

Conflict of interest rules ensure that employees are acting in the best interests of the City. Without these rules, employees' actions and judgements may be influenced by personal or outside interests which may harm the City or destroy public confidence in the City. This portion of the Code provides guidance as to what is a conflict of interest and what is expected of employees in terms of avoiding conflicts and disclosing them.

Policy

Employees must guard against situations where conflict of interest may arise. A conflict of interest arises when an employee knows or ought reasonably to know that a situation presents or may present an opportunity to further their private interests or the private interests of their relatives, business associates or friends. **Even the appearance of a conflict of interest must be avoided.**

Employees shall not use their position with the City, including using City assets, influence, or information gained through their employment to further or seek to further their private or personal interests, or those of their relatives, business associates and friends or seek to improperly further another person's interests.

The term "business associate" means legally linked with the employee, including but is not limited to:

- in business contracts,
- partnerships,
- firms,
- enterprises,
- franchises,
- trusts,
- joint ventures,
- finances,
- real estate, or
- in other for-profit legal entities or agreements.

The term "relative" means an immediate relative of the employee and includes:

- a husband or wife,
- children,
- parents,
- brothers and sisters (including foster or step),
- parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, and

- a domestic partner or common law spouse of an employee (includes common law of the same or opposite sex).

Employees shall not influence or participate in a City related decision where they or their relatives, business associates and friends have a private or personal interest that could influence or appear to influence the objective exercise of their official duties. This provision does not include City related decisions which are of general application to the public or affect a person as a broad class of persons, such as users of City leisure facilities, residents of a particular neighbourhood, etc.

Employees shall disclose and seek to resolve any and all conflicts of interest that may affect the impartial nature of their public and professional duties as a public servant. When determining whether or not a conflict of interest is present, one must determine whether or not there are any grounds for a reasonable person to perceive if a conflict of interest is present.

Guiding Principles

A conflict of interest occurs when, in the course of an employee's duties, the employee is called upon to deal with a matter in which the employee has a direct or indirect personal and/or financial interest. A direct interest can occur when an employee may derive, or be seen to derive, some financial or personal benefit or avoid some financial or personal loss. An indirect interest may arise when the potential benefit or loss would be experienced by another person or corporation having a relationship with that employee. These benefits, losses, interests and relationships are generally financial in nature but are not limited to such.

A conflict may also occur even where an employee is not in a position of authority to influence the decision making process but where the employee uses their position, City assets or information gained through their position to further their private or personal interests, or those of their relatives, business associates and friends.

Further, in the performance of their duties, employees are to act without bias or partiality. Employees shall not give preferential treatment, in relation to any official matter to individuals or organizations in which the employee or these individuals participate where the employee could confer or could be seen to be conferring, a benefit based on the relationship.

Examples

Without restricting the generality of the above, the following are some examples where a conflict exists:

- An employee who makes a personal bid on the sale of City property is in a conflict, except where the property is disposed of at a public auction.

- If an employee who is in a position to approve a permit or licence ensures that a relative or friend's application is processed more quickly than others, the employee would be seen to have given preferential treatment to the relative or friend's application.
- If an employee confers a benefit to an organization in which her sister is actively involved, and which is not provided to other organizations in the same situation, the employee would be in a conflict of interest situation as she provided preferential treatment.
- An employee looks at the sealed bids that are received with respect to the sale of some City equipment and then provides this information to an organization that she is involved with. This organization then submits a bid that is lower than all the other bids. This is a conflict in that an employee is prohibited from using their knowledge or position to influence this process for direct or indirect personal gain.
- An employee recommends her spouse's consulting firm for departmental work. In this situation the employee has used her public role to influence a decision which would further the private interests of her spouse.
- An employee contacts the snow removal manager directly and requests that his residential street be cleared in priority to other streets. While the employee can make a complaint about snow removal they must follow the same process as any member of the public and cannot use information gathered from their employment (such as the snow removal manager e-mail) to gain an advantage.
- An employee who is a building inspector has been asked to inspect a relative's property. This is a perceived conflict and should be disclosed to the employee's manager.
- An employee who is in a decision making capacity regarding an outsourcing initiative on behalf of a City department accepts employment with the firm who won the contract. Participating in the decision to outsource to the firm has the appearance of a conflict, particularly where the employment was discussed before the decision to outsource was made.
- An employee who takes advantage of discounts/rebates for personal purchases from City suppliers is in a conflict of interest.

Exceptions

An interest of an employee will not be considered to be a conflict of interest where the interest or matter would apply to all employees or members of the public. A private or personal interest is one which is unique to the employee or the employee's relatives, business associates and friends. If for example a discount or rebate has no-strings attached and is available to the general public and not just to the employee this moves out of the realm of conflict of interest as it is available to everyone.

Consequences and Disclosure

Employees are required to disclose any and all situations where a conflict of interest is present, may exist or may arise with respect to the employee's personal or private interest and the employee's duties as an employee of the City. Employees shall disclose as soon as they are aware of the interest and prior to any decisions, discussions or disposition of the matter by City staff or City Council.

Disclosure shall be made to the employee's Department Head, the department responsible for human resources or to another designated position (where a specific position has been designated to deal with Code issues). Usually the appropriate action will be to remove the employee from the transaction in which the conflict arose so as to ensure that they are not influencing or participating in any decision making in relation to the conflict. Where an employee's outside interests or activities continuously come into conflict with their duties then the employee may be asked to withdraw from these private interests or activities if possible. Any behaviour, which is, or could be perceived as, a conflict and is not disclosed prior to the employee participating in the decision making process may be subject to disciplinary action.

All employee conflict of interest disclosures shall be made in writing. If the employee discloses a conflict of interest verbally, management shall document it and put it in the employees' personnel file. Management's response to the disclosure or required actions should also be documented and put into the employee's personnel file.

Financial Disclosure Forms

In addition to disclosing conflicts of interest that arise in day to day activities, the following designated employees are required to provide information on any business interests they, their spouse or minor children have in any property, corporations or partnerships by filling out and providing the City Clerk with a financial disclosure form set out in Appendix A:

- City Manager;
- All Executive Directors;
- All Directors;
- City Solicitor and all department solicitors;
- City Clerk and Deputy City Clerk;
- City Assessor;
- Manager, Real Estate;
- Manager, Procurement and all purchasing agents;

In the event that the name of the position described above changes but the duties remain substantially the same, the City Manager may direct the person to comply whose duties, in the opinion of the City Manager, most closely match that position.

Employees in the above designated positions shall, within 60 days of employment or within 60 days of this policy coming into effect (if already employed with the City), fill out and provide the City Clerk with the financial disclosure form. An employee in a designated position shall, on March 1st of each year, review and update their disclosure of financial information. An employee in a designated position shall update their disclosure of financial information within 60 days of any of the required information changing or where additions are required.

2. Interactions with Others

Purpose

An employee's personal conduct can affect fellow employees, elected officials, the public and the reputation of the City. City employees are often seen as ambassadors for the City and as such their personal conduct can have an effect on the public's confidence.

Policy

City employees are expected to be respectful, tolerant and courteous to all people whom they encounter in the course of their employment, both internally and externally. It is expected that each employee avoid behaviour that leads to conflict, discrimination, hostility and aggression. Employees should be familiar and are expected to comply with the City's Respectful Workplace Policy which addresses employee behaviour in the workplace. Employees interacting with the public should also be familiar and comply with any customer service standards, strategies, policies or other documents that apply to the public. Further, employees are required to comply with any additional social media policies that are in place.

While the City is predominantly concerned with employees' conduct at work, there are instances where an employee's conduct in their private lives can have an effect on the City's reputation or on fellow employees.

The City supports employees communicating information about City of Regina programs, services and events that are publicly available on the City's social media accounts or City operated websites. However, employees shall not speak on behalf of the City, represent themselves as an agent of the City or act as an official spokesperson unless the employee has been specifically authorized to do so. Employees must keep in mind that any posts, shares or comments on private social media accounts could be considered "officially representative of the City" if the employee can be identified as an employee and therefore employees must be careful as to how their social media accounts reflect on the city's image, employees and the accuracy of information conveyed. If an employee identifies himself or herself as a City employee, including in social media, that person must ensure that he or she clarifies that all opinions are his or hers alone.

The City considers any type of public comments that undermine the employment relationship to be a violation of this Code. Employees must not make or post comments, images or video or display behaviours that may damage the reputation of or otherwise negatively impact the City or its officials or employees in their role as employees of the City. This includes making or posting racially or sexually offensive, defamatory, discriminatory, disparaging, harassing or indecent remarks or pictures about the City, its employees, vendors and customers.

3. Theft, Fraud and Misuse of City Time and Assets

Purpose

The City is committed to protecting its revenue, property, propriety information and other assets as well as any assets that are under the care and control of the City. The City will not tolerate any theft, fraud or misuse or misappropriation of any City assets or time.

Policy

The City has a number of policies that deal with fraud and theft so this is not duplicated in the Code. The most significant related resources that employees should be aware of and are required to comply with are the *Criminal Code of Canada*, the Employee Theft and Fraud Policy, the Acceptable Use Policy for Internet Access and E-mail, the Money Handling Policy, Purchasing Card Policy and the Travel Policy. This part of the Policy ensures that these legislative requirements and corporate policies are also a requirement employees must meet under the Code.

4. Management of Information

Purpose

This section of the Code ensures compliance with information and privacy legislation and ensures that sensitive corporate information is not being used for employees' personal reasons or to gain any personal benefit.

Policy

The City and its employees collect and use all types of information on a daily basis, including personal information. The City and its employees have an obligation to collect, use and disclose all information in its possession appropriately and in compliance with *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Local Authority Freedom of Information and Protection of Privacy Regulations*. This part of the Policy ensures that these legislative requirements are also a requirement employees must meet under the Code.

This Code does not provide a comprehensive review of the City's privacy and disclosure legislative requirements. To ensure compliance employees are required to familiarize themselves and adhere to the principles and guidelines in the following corporate policies: the Information Management Policy, the Employee Privacy Guidelines, and the Access to Information Policy. This includes seeking advice from the Manager of Corporate Information Governance and the Access to Information and Privacy Co-ordinator with respect to that policy and co-operating with the Manager and Co-ordinator when they are responding to privacy complaints or requests for disclosure.

Subject to the City's obligations pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Local Authority Freedom of Information and Protection of Privacy Regulations*, all data and information held by the City in whatever form is confidential and is the property of the City. Unless permitted pursuant to this legislation, employees are not permitted to disclose information about the City, its property or its activities or discuss it outside of the workplace prior to its release to the public. This would include any information which City employees obtained during the course of the employment or performance of duties, and which is not generally available to the public. In addition, this information shall not be used by employees to derive any benefit to him or herself, any relatives of the employee or friends or business associates of the employee.

Where a person was a City employee and ceased to be employed for any reason, they are prohibited from disclosing, copying or using in any way, City confidential information and/or proprietary information, except as required by law.

5. Outside Employment and Business Interests

Purpose

This section of the Code ensures employees are:

- devoting their time at work to their duties with the City and not any outside employment or business interests; and
- acting in the best interests of the City and not using their position at the City to gain an advantage for themselves, their secondary employer, outside business interests or private clients.

Policy

Employees shall not engage in outside employment, including self-employment, or a business undertaking as a shareholder or employee outside of their position with the City if this activity will interfere with the employee's employment duties with the City or this other employment or business undertaking would cause the employee to be in a conflict of interest or a perceived conflict of interest as described in the Conflict of Interest section.

Where the activity could potentially interfere with the employee's employment with the City or if there is the potential that it could cause a real or perceived conflict of interest, the employee is required to disclose the outside employment or business interest to their Department Head, the department responsible for human resources or to another designated position (where a specific position has been designated to deal with Code issues) prior to the employee engaging in the activity or business undertaking. Management would then make a decision whether to grant approval for the other employment or business undertaking or take some other course of action. If an employee is already engaged in concurrent or secondary employment or a business undertaking prior to being hired by the City, the employee shall disclose this to their Department Head, the department responsible for human resources or to another designated position (where a specific position has been designated to deal with Code issues) as soon as possible upon being hired by the City.

Outside employment means another job outside of the employee's position with the City.

Employees shall not either directly or indirectly (through an interest in a business), or through family members enter into a contract or other business relationship with the City without first having disclosed, in writing, such interest to the employee's Department Head, the department responsible for human resources or to another designated position (where a specific position has been designated to deal with Code issues) and without having first obtained, written approval. Where such an arrangement is considered to be a conflict, that business shall not be eligible to enter into a contract or other relationship with the City.

No employee participating in any outside employment, business or financial activity shall do so during work hours, or use the City's facilities or property including but not limited to vehicles, equipment, tools, photocopiers, stationery, telephones, mobile devices computers etc. for the benefit or purpose of such secondary employment or business or activity.

No employee shall participate in an external business that competes with City services.

No employee shall engage in outside employment or a business undertaking in which their role as a City employee affects or appears to affect the interest of their outside employer or private clients in such a way as to enhance the private interest of the employee.

No employee shall charge or accept a fee for taking part in a public speaking engagement to which he or she was invited as a direct result of his or her position as an employee. Employees may charge or accept a fee for speaking engagements during time off work providing such employees are not representing or purporting to represent the City.

No employee shall charge or accept a fee for writing or publishing articles or books in any print or online publications, if such article or book directly relates to the employee's position as a City employee or uses insider information about the City. Employees may

charge or accept a fee for writing articles or books during time off work providing such employees are not representing or purporting to represent the City.

Exceptions

An employee, other than a designated employee (as set out in the section on Conflicts of Interest), is not required to disclose or obtain approval to do the following:

- Be a director or shareholder of a corporation, a partner of a partnership or a principle of a business that does not have any contractual or other relationship with the City;
- Participate in outside employment or a business undertaking as a shareholder or employee outside of their position with the City if this activity does not interfere with the employee's employment duties with the City and this other employment or business undertaking would not in any way cause the employee to be in a conflict of interest or a perceived conflict of interest.
- Be a director of a non-profit organization or charity or engage in unpaid voluntary work of a charitable or non-profit nature as long as the charity or non-profit group does not have any contractual or other relationship with the City (this is subject to the section on political and other community and volunteer activities).

Consequences and Disclosure

Failure to make the disclosures and obtain approval, where required, is a breach of the Code and may be subject to disciplinary action. Participating in any outside employment, outside business or financial activity during work hours, or using the City's facilities or property for the benefit or purpose of such outside employment or business or activity is a breach of the Code and is also subject to disciplinary action. Further, participating in any outside employment, outside business or financial activity that would cause the employee to be in a conflict of interest or a perceived conflict of interest is also a breach of the Code.

Where an employee discloses and requests approval of concurrent employment or a business undertaking, the employee is required to submit the following information in writing:

1. Details of the proposed employment, including the number of hours to be worked;
2. Statements as to the impact of the outside employment on the employee's employment with the City, including ability to work overtime, be "on-call" or work various shifts;

3. Statement of whether the possibility exists that the outside employment might reasonably be construed by the general public as constituting a conflict of interest (i.e. is the service in direct competition with services the City provides);
4. Statement of the contacts, if any, with other employees of the municipality occurring as a result of the outside employment; and
5. Statements of whether any confidential or otherwise protected information of the City may be impacted by the outside employment.

The Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues) shall make a determination if a request to engage in outside employment or a business undertaking is compatible with the employee's position at the City. In considering applications to engage in outside employment, consideration will be given for a proper balance between the employee's private interests and the interests of the City. The following criteria shall be considered:

1. Whether the outside employment places the employee in a conflict with his or her official duties;
2. Whether the outside employment affects the City or the ability of other City staff to perform their duties and functions; and
3. Whether the outside employment occurs wholly on the employee's private time.

Where an employee directly or indirectly (through an interest in a business), or through family members wishes to enter into a contract or other business relationship with the City, they must first disclose this to their Department Head, the department responsible for human resources or to another designated position (where a specific position has been designated to deal with Code issues) in writing. This disclosure shall include the following information:

1. Details as to this business and the proposed contract or business relationship with the City;
2. Information as to the City employee's involvement in this business (i.e. are they a director, shareholder, manager and what part would they play in this business providing goods or services to the City);
3. Statements of the impact of this business on the employee's employment with the City;
4. Statement of the contacts, if any, with other employees of the City as a result of the City entering into a contract or business relationship

Further, the Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues) must provide approval in writing prior to the employee directly or indirectly entering into a contract with the City. Management shall consider the applicability of the City's purchasing practises and policy and shall consult with the Manager of Procurement. Where approval is granted, it may be granted on certain conditions, including but not limited to the condition that the City employee is in no way involved in the contract with the City. Where the employee's employment would be in a conflict with the business entering into a contract with the City and this conflict cannot be alleviated, that business shall not be eligible to enter into a contract or other relationship with the City. The City may reject any tender or request for proposal or other solicitation document received from that business.

Financial Disclosure Forms

In addition to disclosing other employment and business undertakings where required under this section of the Code, the designated employees set out in the Conflict of Interest section of the Code are required to provide information on any business interests they have in any corporations or partnerships as well as any property interests.

6. Gifts, Benefits, Perks, Favours, Honorariums and Gratuities

Purpose

In the course of an employee's official duties he or she may be offered a gift or gratuity from an individual that the City conducts business with. The exchange may be perceived by the public as leading to preferential treatment. The purpose of this section of the Code is to prevent not only bribery, abuse and corruption, but also the perception that City employees may be improperly influenced by the receipt of gifts, benefits and perks.

Policy

Gifts, benefits and favours include, but are not limited to, such items as meals, beverages, invitations to social or recreational outings, accommodations and travel. A gift includes something voluntarily transferred from one individual to another. A gratuity or tip is defined as something given voluntarily or beyond obligation usually for some service. Perks are fringe benefits that accompany a certain position of employment and are provided by one's employer and include credit cards, cellular phones, company cars, laptops, and internet access. An honorarium is defined as a lump sum gift or donation given in replace of a salary or wage. Nominal gifts include things such as: hats, mugs, shirts, pens, note-pads, brochures, magazines, stickers.

Subject to the specific monetary exceptions set out below, no employee shall solicit or accept directly or indirectly any gift, benefit, favour, or honorarium from any third party in the course of their employment duties.

Employees are prohibited from accepting any gift, benefit, favour or gratuity that could be construed as being given in exchange for influence on a decision or for special consideration on a public or business matter.

No employee shall solicit or accept directly or indirectly any gratuities or tips.

All perks are to be used in accordance with official professional duties only.

No employee shall take advantage of discounts/rebates on personal purchases from suppliers having a business relationship with the City, unless those suppliers offer similar discounts/rebates to the general public, or the offer is made through a program which has been authorized by the City Manager or senior management.

Employees who are offered the opportunity to speak to a professional association, a public event or an organization and are offered paid expenses (hospitality, travel accommodations) and/or an honorarium should consult with their Department Head, the department responsible for human resources or a designated position (where a specific position has been designated to deal with Code issues). Employees cannot accept the paid expenses and/or an honorarium if the offer is based on the notion that the offer is for the purpose of soliciting City business or as an attempt to seek special favours or advantages from the employee or the City.

Employees who are offered paid expenses (hospitality, travel, accommodations, entertainment) from an organization or vendor that sells goods or services to the City or otherwise does business with the City should consult with their Department Head, the department responsible for human resources or a designated position (where a specific position has been designated to deal with Code issues) and obtain approval prior to accepting. Approval should not be granted where:

- the hospitality, travel or accommodations furthers the employee's private interests or provides the employee with a personal benefit and provides no or little benefit to the City;
- the offer for hospitality, travel or accommodations may be based on or may be perceived to be based on the notion that the offer is for the purpose of soliciting City business;
- the purpose of the hospitality, travel, accommodations or entertainment is characterized as training or necessary to meet contractual obligations but these objectives could be met by the organization or vendor conducting the training or meeting the obligations by attending in Regina;
- the offer of the hospitality, travel or accommodations or entertainment may be or may be perceived to be an attempt to seek special favours or advantages from the employee or the City; or

- the offer of the hospitality, travel or accommodations or entertainment may affect the employee or the City's ability to manage its contractual obligations with that organization or vendor.

General Exceptions Permitting Gift Acceptance

An employee may accept a nominal gift or hospitality with a value of \$25 or under without meeting the disclosure requirement (for example, lunch, dinner, coffee) provided that it meets the following:

- it is in the context of a business meeting or interaction, or in the context of a recognized charitable event or is ceremonial in nature;
- it is an infrequent occurrence;
- it legitimately serves a business purpose;
- it is appropriate to the business responsibilities of the individual employee; and
- the gift or hospitality is not an attempt to seek special favours or advantages from the employee or the City.

An employee may accept a gift, hospitality or an invitation to a special event ranging from \$25-100 inclusive where it is disclosed to the employee's Department Head, the department responsible for human resources or to another designated position (where a specific position has been designated to deal with Code issues) and approval has been granted. When making a decision as to whether to approve gifts in this monetary range, the above factors will also be considered.

Some management and professional staff are required, as part of their business responsibilities for the City, to participate in hospitality events that may involve a higher monetary value than the guidelines above. Where these staff have been expressly authorized to participate in these types of hospitality events as part of their job, such participation is not a breach of this Code as long as the hospitality event serves a legitimate business purpose and meets the requirements set out above with respect to hospitality, travel, accommodations and entertainment.

A gift does not include anything for which the City or its employees pay market value.

Disclosure and Prior Approval

If an employee is uncertain about the proper gift receiving protocol or the gift, hospitality or invitation is between \$25-100, he or she should immediately contact his or her Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues) for guidance and approval. Where the Code requires disclosure and approval of a gift, the employee should disclose a description of the gift and the donor of the gift in writing to their supervisor. The supervisor is required to file the disclosure in the employee's personnel file for future reference. Written records of any approvals or disapprovals of

gifts are required to be provided to the employee as well as kept for future verification if needed. Failure to make this disclosure is a breach of the Code and may be subject to disciplinary action.

7. Employment of Relatives and Personal Relationships in the Workplace

Purpose

There is an expectation, shared by the public and City employees, that all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. In addition, there is increased potential for conflicts of interest, appearance of favouritism and risk of claims of sexual harassment when employees have or develop close personal relationships with each other. The purpose of this part of the Code is to ensure that employment related decisions concerning existing or potential City employees are free from any real or perceived improper influence based on family member and significant social relationships. The policy also provides direction on how to manage situations where City employees develop close personal relationships with each other.

Policy

This policy is in compliance with *The Saskatchewan Human Rights Code*. Subsection 16(11) of *The Saskatchewan Human Rights Code* states that the right under section 16 to equal treatment with respect to employment is not infringed where an employer grants or withholds employment or advancement in employment to a person who is the spouse, child or parent of the employee where a reasonable and bona fide cause exists for the employer's action. "Spouse" includes married and common law spouses of the same or opposite sex. "Child" includes foster and step children and "parent" includes foster and step parents.

Subject to the exceptions set out in this Code, relatives of City employees and City elected officials will be considered for employment, advancement or transfer provided:

- they have made application in accordance with established recruitment and selection procedures;
- they have been considered in accordance with established recruitment policies and procedures;
- they possess the necessary qualifications;
- they are considered to be the most suitable candidate.

The term "relative" includes the following family relationships:

- spouse (includes married and common-law of the same or opposite sex);
- parent (foster or step);
- child (foster or step);
- sibling (including brothers-in-law and sisters-in-law);
- aunt, uncle, niece and nephew;

- mother-in-law or father-in-law;
- son-in-law or daughter-in-law;
- grandchild, grandparent, step-grandparent or step-grandchild;
- any relative who lives with the employee on a permanent basis.

The term “significant social relationship” means a relationship of a romantic nature that is sufficiently close that objectivity is either impaired or may be perceived to be impaired.

A spouse, child or parent of a current City employee or City elected official or someone with whom the employee has a significant social relationship shall not be considered for employment or changes in employment if placement would create a direct or indirect reporting relationship between the employee’s spouse, child or parent and the employee or where the placement would require an employee and his or her spouse, child or parent to have responsibility for one or more of the following: authorizing transactions (approval); recording the same authorized transactions (accounting) and the handling of the related asset (custody). A direct reporting relationship is where an individual has the authority to direct and control the activities and work assignments of another employee; review or approve performance reviews, wage and salary adjustments; and administer disciplinary action and recommend or approve the hiring or firing of an employee. An example of an indirect reporting relationship is one between an employee and his or her manager (with one manager in between, but within the same chain of command).

All job applicants will be requested to disclose the names of any spouse, child or parent who is a current employee or elected official of the City.

No employee shall misuse their authority to influence or make an employment related decision in the context of a relative or someone with whom the employee has a significant social relationship. Employment related decisions where a benefit may be gained or authority may be misused include but are not limited to the following:

- the approval/denial of compensation increases;
- hiring, transferring, promoting or demoting decisions;
- performance rating, discipline or termination;
- the assignment and approval of overtime;
- the assignment or direction of work assignments;
- approval of leaves of absence;
- the negotiation of salary level.

Employees who become involved in a spousal relationship, significant social relationship, or who become related over the course of their employment may continue as employees if no direct reporting or indirect reporting relationship exists between such employees. If there is a direct or indirect reporting relationship between the two employees the City will attempt to find a suitable job to transfer one of the affected employees. If the City is unable to transfer one of the employees or the employee is unable to find alternative employment, then a decision will be made, in consultation with the department responsible for human resources, as to appropriate next steps.

Disclosure and Consequences

Employees are required to immediately notify their Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues) in writing of any existence or formation of a direct or indirect reporting relationship with a relative or person for whom there is a significant social relationship.

Employees are required to inform their Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues) if the employee has knowledge of a reporting relationship where an undisclosed conflict of interest exists.

Managers are required to not knowingly place employees in positions where their duties could create a conflict of interest with a relative or significant social relationship.

Where an employee breaches the provisions of this part of the Policy, the employee will be required to withdraw from participation in any dealings or decision-making processes relative to the issue. If the employee has knowingly breached this part of the Policy, the Department Head, the department responsible for human resources or another designated position designated position (where a specific position has been designated to deal with Code issues) shall determine the appropriate disciplinary measure, which may include dismissal.

8. Political, Community, and other Outside Activities

Purpose

Rules regarding political, community, and other outside activities of employees are necessary to ensure the political neutrality, impartiality and loyalty of the public service. Participation in political, community, and outside activities can, at times, place employees in a real or perceived conflict of interest situation. The reason for this is that these types of activities are based on personal interest and outside influences and may in some cases be in opposition to the best interests of the City.

Policy

The general rule is that political, community, and outside activities are permitted, but must be done during non-work time and outside the workplace. Further, to ensure public trust in the City, employees are required to be personally impartial and free from undue political influence in the exercise of their duties. The following provides more specific guidance.

Political activities include:

- any activity in support of, or within, or in opposition to a political party;
- carrying on any activity in support of or in opposition to a candidate or an issue before or during an election or referendum;
- seeking nomination as or being a candidate in an election before or during the election;
- any activity in support of or in opposition to a public policy issue, including expressing public comment or criticism relating to a public policy issue.

No employee shall accept an appointment to the board of a community agency or association if this activity will interfere with the employee's employment duties with the City or would cause the employee to be in a conflict of interest or a perceived conflict of interest as described in the Conflict of Interest section. Where the activity could potentially interfere with the employee's employment with the City or if there is the potential that it could cause a real or perceived conflict of interest, the employee is required to disclose the appointment to their Department Head, the department responsible for human resources or to another designated position (where a specific position has been designated to deal with Code issues). Management would then make a decision whether to grant approval or whether some other accommodation can be made. Written permission is not required if the employee is appointed to the Board or the agency or association by the City to represent the City's interests.

Any City employee serving on a community board shall take all reasonable actions to avoid any real conflict or apparent conflict between board activity and the City's interests. Where a real or apparent conflict exists, the employee shall declare the conflict and shall not take part in, or be present for, any board discussion or decision about the issue raising the conflict or interest. Further, the employee shall not be involved in any City decisions or recommendations relating to the particular community board. If the conflict of interest is significant, the employee shall resign from the board.

If an employee is a member of an external organization, it is the employee's responsibility upon joining that organization to inform members of that organization that any involvement with that organization is not done so as a representative of the City.

Employees engaged in political, community and outside activities shall ensure that such involvement does not interfere with his or her ability to perform his or her employment duties objectively. Employees shall not engage in any political, community and outside activities during working hours, or utilize City assets, resources or property for these activities. Notices, posters or similar material in support of or in opposition to a particular candidate, political party or public policy issue shall not be displayed or distributed by employees at City work sites or on City property. Different provisions may be negotiated from time to time by the City and its unions in respect of the use of notice boards on City property. Where an employee has been authorized by the City to speak with respect to a public policy issue or a position taken by the City, this activity does not constitute a violation of this Code.

In cases where there is a municipal vote on a bylaw, resolution or question, employees are subject to section 144 of *The Local Government Elections Act, 2015*. This section prohibits an employee from directly or indirectly using or seeking to use the authority or official influence of his or her position to influence the vote of any other person on a proposed bylaw or question. This section also prohibits an employee from engaging in any form of activity in favour of or against the proposed bylaw or question during his or her hours of duty in the position in which he or she is employed. Despite these prohibitions, section 144 allows a municipality to designate certain employees as spokespeople for the municipality in favour of or against the proposed bylaw or question. Where an employee is designated they are not in breach of the Code where they act as spokesperson for the municipality.

Employees who are politically involved in municipal, school board, provincial or federal levels of government are required to make it clearly understood that they are acting personally and not as representatives of the City. Employees should be sensitive to the corporate intent of maintaining civic service, which is non-partisan and impartial in its relationship with citizens and members of Council.

Employees who are running for Regina City Council are required to comply with the respective legislation governing such activities. This includes section 43 of *The Local Government Election Act, 2015* and section 2-54(1) of *The Saskatchewan Employment Act* which requires that employees request and obtain an unpaid leave of absence prior to the filing of the nomination papers. Where an employee is elected to office, they are deemed to have resigned from employment the day before the election unless for any reason the results of the election are overturned.

No employee shall run for or serve in elected public office with the province, federal government, school boards or in another municipality if a conflict of interest exists between the elected public office and the employee's responsibilities to the City. Where an employee wishes to run for or serve in elected public office with the province, federal government, school boards or in another municipality he or she shall notify his or her Department Head, the department responsible for human resources or another designated position (where a specific position has been designated to deal with Code issues) prior to seeking nomination or taking office for the purpose of seeking a ruling on whether there would be a conflict of interest. In determining whether a conflict exists the City may consider the following criteria:

- the nature of the employee's job in terms of how much involvement that job has with respect to the level of government for which the employee is seeking public office;
- the nature of the relationship between the City and the level of government for which the employee is seeking public office;
- the amount of time and attention the employee would be required to devote to his or her official duties in public office (is the time commitment so significant that it would interfere with the employee's position?);

- the potential for the position in public office to impair public confidence in the performance of the employee's job;
- whether the employee's job can be altered to limit or remove decision making functions related to the other level of government without unduly inconveniencing the City or fundamentally changing the employee's job;
- whether safeguards can be put in place to ensure that the following information is not disclosed or available to the employee: City information that would benefit or affect the other level of government; or information that would potentially negatively affect the City if known by the other level of government.

The employee is entitled to seek a leave of absence without pay in accordance with section 2-54 of *The Saskatchewan Employment Act*.

Employees of the City, in their personal capacity, have the right to appear before City Council, its committees and its boards on behalf of their personal interests or those of an external organization with which the individual is involved. If a city employee chooses to appear before Council, they must declare which organization they are representing and that their views are personal and do not represent the views of the City. Prior to appearing they must notify the City Clerk and their Department Head.

The City recognizes the rights of employees who are members of a trade union or a professional association to engage in legitimate trade union and professional association activity. This policy is not intended to restrict the legitimate public comment of spokespersons of trade unions and professional associations. Where the provisions of this policy conflict with the City's various collective bargaining agreements, the collective bargaining agreements supersede this policy.

CITY OF REGINA
DISCLOSURE OF BUSINESS INTERESTS AND OWNERSHIP
OF LAND AND BUILDINGS

I, _____ an employee of the City of Regina in the position of _____
(name of position title) hereby make the following disclosures:

1. That I or my spouse or a corporation incorporated or continued pursuant to The Business Corporations Act of which I or my spouse is a director or senior officer or in which I or my relatives have a controlling interest, and that is located in Regina or in an adjoining municipality,

(Complete either A or B)

- A. Own or owns no land or buildings in the
City of Regina or adjoining municipality

Mark "X"

OR

- B. Own or owns lands or buildings in the
City of Regina or adjoining municipality
The particulars of which ownership are shown below:

Property Description and Location	Names in Which Property is Registered	Nature of Ownership Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Note 1 Land and Buildings shall be listed and their location identified by civic address or legal description.
- Note 2 A person or a corporation owns lands or a building when the person or corporation has any right, title, estate or interest in the land or building.
- Note 3 Every person who is required to furnish a list of land and buildings owned by him is required to notify the Clerk within 30 days of any disposal or acquisition of land and buildings described in Note 1.
- Note 4 Relative means a husband or wife, a domestic partner or common law spouse of an employee (includes common law of the same or opposite sex) and minor children.

2. I hereby disclose the name of each corporation in which I or one of my relatives have a controlling interest, or of which I or my relative is a director or senior officer: (indicate none if not applicable)

Name of Corporation	Name of Person with Controlling Interest or who is a Director or Senior Officer and Relationship to Employee	Nature of the Interest
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

- Note 1 Controlling interest is defined as having 25 per cent or greater of the voting shares, but does not include investments such as mutual funds, or real estate investment trusts.
- Note 2 Corporations outside of Saskatchewan are included if a controlling interest in held.
- Note 3 Relative means a husband or wife, a domestic partner or common law spouse of an employee (includes common law of the same or opposite sex) and minor children.

3. I hereby disclose the name of each partnership or firm of which I or one of my relatives is a member. (indicate none if not applicable) _____

Name of Partnership/Firm	Name of Person who is Member And Relationship to Employee	Nature of the Interest
_____	_____	_____
_____	_____	_____

Note 1 This includes partnerships or firms established for business purposes that may, or may not, be incorporated.

Note 2 Relative means a husband or wife, a domestic partner or common law spouse of an employee (includes common law of the same or opposite sex) and minor children.

4. I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or one of my relatives directs, manages, operates or is otherwise involved in that transacts business with the municipality: (indicate none if not applicable) _____

Name of Firm/Organization	Name of Person that Directs, Manages, or Operates the Firm and Relationship to Employee	Nature of the Interest
_____	_____	_____
_____	_____	_____

Note 1 This clause is meant to catch business involvement not otherwise caught by the previous clauses.

Note 2 Relative means a husband or wife, a domestic partner or common law spouse of an employee (includes common law of the same or opposite sex) and minor children.

5. I hereby disclose the general nature and any material details of any contract or agreement involving me or one of my relatives that could reasonably be perceived to affect my impartiality in the exercise of my office. Some examples could include:

- lease agreements for any land or improvements located in the municipality;
- agreements for sale or property; or
- a contract or agreement with a developer in the area.

Note 1 Relative means a husband or wife, a domestic partner or common law spouse of an employee (includes common law of the same or opposite sex) and minor children.

(Name of Declarant)

(Address)

(Postal Code)

I, _____, of the City of Regina, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of enabling the City to monitor and enforce compliance with the City of Regina's Code of Conduct.

Declared before me at the CITY

of REGINA, in the Province of

Saskatchewan, this ___ day of

_____ A.D. 20____.

)

)

)

Signature of Declarant

A Notary Public or Commissioner for Oaths
in and for the Province of Saskatchewan.

My appointment expires _____, 20____.

FOR USE BY MUNICIPAL CLERK

Date Received: _____

Received by: _____

Date copy returned
to Member _____ () Mailed
() Delivered in Person

Signature of City
Clerk _____

2019 Review of Public Outstanding Items

Date	January 15, 2020
To	Executive Committee
From	City Clerk's Office
Service Area	Office of the City Clerk
Item #	EX20-3

RECOMMENDATION

It is recommended that Executive Committee:

Delete the following items from the list of outstanding items for City Council and Executive Committee:

<u>Item</u>	<u>Committee</u>	<u>Subject</u>
MN14-4	City Council	Outdoor Pools Facility Plan Update
CM16-2	City Council	Notice of Intention to Designate Municipal Heritage Property 13 Leopold Crescent - Watchler (2nd) Residence
CR18-36	City Council	Placemaking: Street Painting Project Update
CR18-105(1)	City Council	Council Committee Recommendations
CM18-15(4)	City Council	Public Safety and Traffic Delay – Grade Rail Crossings on Ring Road between Winnipeg Street and McDonald Street
EX17-26	Executive Committee	Safety in School Zones
EX19-24	Executive Committee	Councillor Lori Bresciani: Regulation of Massage Parlours
EX19-31	Executive Committee	Council and Committee Report Templates
MN16-9	Executive Committee	Councillor Shawn Fraser: Neighbourhood Plans

MN17-10

Executive Committee

Councillor Stevens: Access Without Fear City

ISSUE

Subsection 35(2) of City Council's Procedure Bylaw requires the City Clerk to provide a report to the Executive Committee annually which lists all items and the priority of the items that have been tabled or referred by City Council or one of its committees. The purpose of this report is to provide a list of the most recent outstanding items.

IMPACTS

Regular review of outstanding items provides both Council and the City Administration an opportunity to review and refocus priorities and resources as required based on current initiatives, needs of the community and corporate strategy.

OTHER OPTIONS

None.

COMMUNICATIONS

No specific public communication is required; however, this report will be posted to the City of Regina website for public viewing.

DISCUSSION

Lists of Outstanding Items are maintained for City Council and its committees. Items on the list may originate from:

- a recommendation in a report which indicates that another report will be forthcoming;
- a motion adopted to refer an item back to the Administration or to request a report on a related matter;
- a motion adopted by City Council or another committee requesting the Administration to prepare a report.

The Office of the City Clerk is responsible for maintaining and updating the lists. Items remain on the list unless a report or the committee recommends their removal. The lists are updated with additions and deletions, as meetings are held and after review by the Executive Committee.

The following steps were taken to facilitate the annual review of the outstanding items:

- the lists of outstanding items as at December 31, 2019 were circulated to departments for comments;

- the comments and lists were returned to the Office of the City Clerk for consolidation; and
- the updated lists with comments were forwarded to the City Manager for review.

In 2019, the outstanding items reports were first circulated to the affected Committees prior to Executive Committee consideration. This process allows committees to have more detailed discussions of each item with the Administration and among themselves to determine priorities for Council consideration.


Attached to this report, as Schedules "A.1 – A.8", is a list of the outstanding public session items before City Council and each of its committees. To assist the Committee, the list has been updated by deleting any items which were removed by resolution of committees during the month of December 2019. The Finance and Administration Committee does not have any items on their list of outstanding items.

DECISION HISTORY

The last review of outstanding items by Executive Committee was considered on February 13, 2019.

The Executive Committee has been delegated authority to give the City Manager instruction on any changes in priority on the lists of outstanding items for City Council or any of its committees.

Respectfully Submitted,


Jim Nicol, City Clerk 1/10/2020

Prepared by: Ashley Thompson, Council Officer

ATTACHMENTS

Schedule A.1 - ccoi
Schedule A.2 - cpsoi
Schedule A.3 - exoi
Schedule A.4 - faoi
Schedule A.5 - mhcoi
Schedule A.6 - ppcoi
Schedule A.7 - pwioi
Schedule A.8 - rpcoi

**CITY COUNCIL
LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 31, 2019**

REPORT #:	CR14-99
DATE TABLED/REFERRED:	8/25/2014
SUBJECT:	Red Light Camera Program
MOTION:	That the red light Camera Program be reviewed in three years and a subsequent report be provided back to City Council.
DIVISION/DEPARTMENT:	Regina Police Services/Citizen Services
COMMENT:	Return Date: June 30 2020

REPORT #:	MN14-4
DATE TABLED/REFERRED:	12/8/2014
SUBJECT:	Outdoor Pools Facility Plan Update
MOTION:	That a report regarding the Recreation Facility Plan, which will include the outdoor pools, be provided to City Council in 2017.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: Addressed by CR19-7 at the January 28/30 CC Meeting. Remove from list at end of 2019.

REPORT #:	CR15-9
DATE TABLED/REFERRED:	1/26/2015
SUBJECT:	Regina Revitalization Initiative (RRI) Railyard Renewal Project (RRP), Land Disposition and Development Strategy
MOTION:	3. That future reports seeking approval of the final urban planning, land use and financial plans be brought to Council for its approval.
DIVISION/DEPARTMENT:	Land & Real Estate
COMMENT:	Return Date: March 31 2019 Review at end of 2019 to determine if item should be removed.

REPORT #:	CM15-4
DATE TABLED/REFERRED:	3/23/2015
SUBJECT:	Proposed Cost Sharing Agreement for Regina Bypass Project
MOTION:	1. That the City Manager bring forward a future informational report to City Council outlining the details of the Cost Sharing Agreement that is reached with the Government of Saskatchewan.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: TBD The City is still in negotiations with the Province

REPORT #:	CM16-2
DATE TABLED/REFERRED:	4/25/2016
SUBJECT:	Notice of Intention to Designate Municipal Heritage Property 13 Leopold Crescent - Watchler (2nd) Residence
MOTION:	2. That the Administration report to Council as expeditiously as possible, with recommendations for improvement on the: <ul style="list-style-type: none"> a. Ways in which buildings are put on, and removed from, the Heritage Holding list; b. Ways in which the process used by the Municipal Heritage Advisory Committee in considering recommendations pertaining to heritage issues and designations can be strengthened; c. Ways in which the municipal Heritage Holding List, the municipal Heritage Tax rebate incentive program, and the Declaration of Heritage Status process found in the provincial Heritage Act can better fit together and complement each other; d. Any other procedural or substantive issue that may be useful in furthering preservation of heritage building in accordance with the goals set out in the OCP; and e. In making these recommendations, the Administration consult with interested parties, take into account relevant provincial legislation, and consider best practices with respect to Heritage matters in other cities comparable to Regina.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: Addressed by CR19-20 at the March 25 CC Meeting. Remove from list at end of 2019.

REPORT #:	MN18-1
DATE TABLED/REFERRED:	1/29/2018
SUBJECT:	Councillor O'Donnell: Autonomous Vehicles - Connected Vehicles - Electric Vehicles
MOTION:	<p>1. The City of Regina monitor the research and trials that are currently underway and will shortly be undertaken with regards to autonomous and connected vehicles.</p> <p>2. The Administration report back to Regina City Council in the second quarter of 2019 with analysis as to the impacts or potential impacts upon the City of Regina of these type of vehicles and to take into account any impact of a large number of vehicles powered by batteries and the need for charging stations.</p> <p>3. The Administration give consideration to any advantage the City of Regina may have with being one of the leading edge communities with regards to testing of autonomous vehicles given our varied climate.</p>
DIVISION/DEPARTMENT:	
COMMENT:	Return Date: September 30 2020

REPORT #:	CR18-11
DATE TABLED/REFERRED:	2/26/2018
SUBJECT:	Cannabis Legalization - Municipal Preparedness Plan
MOTION:	That Administration, in conjunction with the Regina Police Service, report on the effects of the six locations on the black market and help determine if six is enough to significantly disrupt this market within two years of legalization.
DIVISION/DEPARTMENT:	City Clerk's Office
COMMENT:	Return Date: September 2020

REPORT #:	CR18-36
DATE TABLED/REFERRED:	4/30/2018
SUBJECT:	Placemaking: Street Painting Project Update
MOTION:	2. That City Council direct Administration to bring back a report in 2019 with the Pilot Project findings and any recommendations for a future program.
DIVISION/DEPARTMENT:	Citizen Services
COMMENT:	Return Date: Addressed by CR19-52 at the April 29, 2019 CC meeting. Remove from list at end of year.

REPORT #:	MN18-4
DATE TABLED/REFERRED:	4/30/2018
SUBJECT:	Councillor Mike O'Donnell: Solar Panels
MOTION:	<ol style="list-style-type: none"> 1. The Administration investigate the potential of installing solar panels on various City of Regina facilities and analyze the cost benefit of removing select city facilities from the power grid to be self-sustaining, and determine if there is a financial benefit in selling the power that would be generated; 2. The Administration investigate the possibility of installing a large number of solar panels on city owned land with the expressed desire to generate revenue for the City of Regina; 3. The Administration also determine if there are partnerships available regarding the installation of solar panels resulting in revenue generation for the City of Regina, with, but not limited to, SaskPower; and 4. The Administration report back to Regina City Council no later than December 2019.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: September 30 2020

REPORT #:	CR18-49
DATE TABLED/REFERRED:	5/28/2018
SUBJECT:	Regina Planning Commission: Zoning Bylaw Amendment (18-Z-09) Cannabis Zoning Regulations
MOTION:	That Administration bring forward a report to City Council, 18 months after Federal legislation is in effect, to determine how the application of land use with respect to cannabis zoning regulations is working and explore any recommendations associated with it.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: March 2020

REPORT #:	CR18-88
DATE TABLED/REFERRED:	9/24/2018
SUBJECT:	Discretionary Use Application (17-DU-25) – Residential Homestay at 3300 Albert Street
MOTION:	That Administration consult with interested parties to explore regulating the residential homestay industry and report back by Q4 of 2019.
DIVISION/DEPARTMENT:	Legal Department
COMMENT:	Return Date: December 31 2019

REPORT #:	MN18-11
DATE TABLED/REFERRED:	10/29/2018
SUBJECT:	Councillor Andrew Stevens, Councillor John Findura and Councillor Joel Murray: Make Regina a Renewable City
MOTION:	<p>1. That Administration return to Council by Q4 of 2019 with a proposed framework and implications for the City of Regina to join the growing number of municipalities from around the world and commit to being a 100% renewable city by 2050.</p> <p>2. That Administration seek external funding sources, such as grants made available through the Federation of Canadian Municipalities, to finance the report and any future costs incurred from this commitment.</p> <p>3. That the said report include at least four possibilities of new and concrete actions for improving the environmental sustainability of the City of Regina that could be considered by Council for implementation by Q4 2023.</p>
DIVISION/DEPARTMENT:	Technology & Digital Innovation
COMMENT:	Return Date: September 30 2020 & December 31 2023

REPORT #:	CR18-105(1)
DATE TABLED/REFERRED:	11/26/2018
SUBJECT:	Council Committee Recommendations
MOTION:	5. a. That, except for the Accessibility Advisory Committee, all Advisory Committees of Council be disbanded and that the City Clerk return with a report outlining recommendations for public engagement through the future redesign of regina.ca in Q1 2019.
DIVISION/DEPARTMENT:	City Clerk's Office
COMMENT:	Return Date: December 31 2019 Addressed by CM19-12 at the August 26 CC meeting. Remove from list at end of year.

REPORT #:	CR18-105(2)
DATE TABLED/REFERRED:	11/26/2018
SUBJECT:	Council Committee Recommendations
MOTION:	8. That the City Clerk be directed to report back with an option to add a Diversity, Equity and Inclusion Advisory Committee in Q2 of 2019.
DIVISION/DEPARTMENT:	City Clerk's Office
COMMENT:	Return Date: December 31 2019

REPORT #:	CM18-15(4)
DATE TABLED/REFERRED:	12/10/2018
SUBJECT:	2019 General and Utility Operating and 2019 - 2023 General and Utility Capital Plan
MOTION:	That Administration report back with a report by Q3 seeking efficiencies in the following areas: parks and road maintenance.
DIVISION/DEPARTMENT:	Roadways & Transportation and Parks, Recreation & Cultural Services
COMMENT:	Return Date: September 30 2019 Addressed by CPS19-13 at the September 12, 2019 CPS meeting. Remove from list at end of year.

REPORT #:	CR18-124
DATE TABLED/REFERRED:	12/17/2018
SUBJECT:	Daycare Options
MOTION:	That Administration be instructed to consult with stakeholders to determine daycare policy purpose and objectives and to prepare a report on a daycare policy before Q2 of 2020.
DIVISION/DEPARTMENT:	Assessment & Taxation
COMMENT:	Return Date: June 30 2020

REPORT #:	MN19-3
DATE TABLED/REFERRED:	3/25/2019
SUBJECT:	Councillor Bob Hawkins and Councillor Andrew Stevens: Request of Province for Public Inquiry - Wascana/Brandt Building
MOTION:	Tabled to the January 2020 City Council meeting.
DIVISION/DEPARTMENT:	City Clerk's Office
COMMENT:	Return Date: March 31 2020

REPORT #:	MN19-4
DATE TABLED/REFERRED:	3/25/2019
SUBJECT:	Councillor Barbara Young and Councillor Mike O'Donnell: Provincial Capital Commission Transparency
MOTION:	Tabled to the January 2020 City Council meeting.
DIVISION/DEPARTMENT:	City Clerk's Office
COMMENT:	Return Date: March 31 2020

REPORT #:	CPS19-6
DATE TABLED/REFERRED:	4/11/2019
SUBJECT:	Transit Sunday Service Information
MOTION:	<ol style="list-style-type: none"> 1. That Administration, as part of the 2020 budget process, consider extending the hours of paratransit and conventional transit service to 9:00 p.m. for a total cost of \$228,000. 2. That Option #2 include additional Harbour Landing/University routes on Sundays.
DIVISION/DEPARTMENT:	Citizen Services
COMMENT:	Return Date: 31-Dec-19

REPORT #:	CR19-58
DATE TABLED/REFERRED:	5/27/2019
SUBJECT:	City of Regina – City of Fujioka, Japan – Friendship City Agreement
MOTION:	That the Administration be directed to develop guidelines for assessment criteria involved in determining future Sister City Agreements and Friendship City Agreements by Q4 of 2019.
DIVISION/DEPARTMENT:	
COMMENT:	Return Date:

REPORT #:	MN19-6
DATE TABLED/REFERRED:	5/27/2019
SUBJECT:	Councillor Bob Hawkins: Report on Restricting the Use of Single-Use Plastics
MOTION:	<ol style="list-style-type: none"> 1. City Administration bring to Council, by the end of the first quarter of 2020, a report outlining the environmental impact for Regina of the use of single-use plastics and, without limiting the generality of the foregoing, of the use of plastic check-out bags, plastic straws and polystyrene drinking cups, food take-out containers and micro beads; 2. In the preparation of the said report City Administration consider measures being taken by other jurisdictions and consult with Regina residents and interested stakeholders with respect to the issue; and 3. The said report set out options for limiting the use of single-use plastics in the City, together with the City Administration's recommendations.
DIVISION/DEPARTMENT:	Citizen Services
COMMENT:	Return Date: March 31 2020

REPORT #:	EN19-6
DATE TABLED/REFERRED:	7/29/2019
SUBJECT:	Councillor Andrew Stevens: Future of the Municipal Justice Building
MOTION:	<ol style="list-style-type: none"> 1. What steps is Administration taking to protect the heritage and usefulness of the Municipal Justice Building? 2. Does the RPS have plans to use the Municipal Justice Building for their new headquarters? 3. Has Administration consulted with community based organizations and Community Associations regarding the use of the Municipal Justice Building as a community facility? 4. What policies and procedures govern the allocation of municipal property to organizations like the RPS? 5. What actions have been taken to ensure the maintenance and preservation of the Municipal Justice Building, including protecting the facility from animals and weather?
DIVISION/DEPARTMENT:	Facilities Services
COMMENT:	Return Date: December 31 2020

REPORT #:	CR19-78
DATE TABLED/REFERRED:	9/23/2019
SUBJECT:	Regulation of Massage Parlours
MOTION:	That the Administration return to City Council with details of the licensing program in accordance with the policy intentions outlined in Recommendation 3 by March 31, 2020 to allow the City Solicitor to prepare bylaw amendments and/or new bylaws by June 30, 2020.
DIVISION/DEPARTMENT:	
COMMENT:	Return Date: March 31 2020

REPORT #:	MN19-18
DATE TABLED/REFERRED:	10/28/2019
SUBJECT:	Councillor Bob Hawkins, Councillor Andrew Stevens and Councillor Jason Mancinelli: Single Use Plastic Shopping Bags
MOTION:	That this matter be referred to Administration to include in its report in Q1 of 2020 regarding the environmental impact for Regina of single use plastics, related to MN 19-6 Report on Restricting the Use of Single-Use Plastics, as considered at the May 27, 2019 City Council meeting.
DIVISION/DEPARTMENT:	
COMMENT:	Return Date: March 31 2020

REPORT #:	CR19-99
DATE TABLED/REFERRED:	11/25/2019
SUBJECT:	Off-Leash Dog Park Consultation and Implementation
MOTION:	<ol style="list-style-type: none"> 1. That Council consider funding the construction of one municipal off-leash site and up to two unfenced neighbourhood off-leash sites through the 2020 budget process. 2. That Harding Park be added for consideration during 2020 budget deliberations. 3. That the two unfenced, off-leash dog parks referenced in the report be removed. 4. That through the budget process, consideration be given to adding a \$10 fee to licensing and that the dog community be engaged on the importance of the fee to develop further fenced off-leash dog parks.
DIVISION/DEPARTMENT:	Parks, Recreation & Cultural Services
COMMENT:	Return Date: 31-Dec-19 2020 budget process

REPORT #:	CR19-111
DATE TABLED/REFERRED:	11/25/2019
SUBJECT:	Sponsorship, Naming Rights & Advertising Program
MOTION:	That the development of a Sponsorship, Naming Rights & Advertising Program be considered during the 2020 budget process.
DIVISION/DEPARTMENT:	
COMMENT:	Return Date: 31-Dec-19 2020 budget process

**COMMUNITY AND PROTECTIVE SERVICES
PUBLIC LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 31, 2019**

REPORT #:	MN19-11
DATE TABLED/REFERRED:	8/26/2019
SUBJECT:	Councillor Andrew Stevens, Councillor Lori Bresciani and Councillor John Findura: Regina Winter City Strategy
MOTION:	That the Administration: 1. Identify the cost, benefits and economic benefit of developing a Winter City Strategy; 2. Develop an inventory of Winter City programs, services, and activities and identify gaps; 3. Identify partnership opportunities with community associations and groups, businesses, Economic Development Regina, Tourism Regina, Provincial Capital Commission and REAL in realizing a Winter City Strategy; 4. Prepare a report for the Community and Protective Services Committee for Q2 2020, summarizing the results of the engagement, and identifying priorities and next steps.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: June 30 2020

REPORT #:	CPS17-11
DATE TABLED/REFERRED:	6/15/2017
SUBJECT:	Councillor Hawkins/Councillor Murray: Motion - Back Alley Lighting
MOTION:	1. City Administration to research and report back to this Committee on the cost to add back alley lighting to Regina's highest crime rate areas, which are identified in the Regina Police Service scatter/crime severity charts. 2. Alternative methods to fund this initiative be investigated, which would include, but not be limited to funding from other levels of government. 3. Should alternate funding options not be available at this time, that this item be forwarded to the 2018 budget deliberations. 4. Administration, working with the Regina Police Service, provide a report back one year after the implementation of the program, to determine the effectiveness of the initiative.
DIVISION/DEPARTMENT:	Citizen Services
COMMENT:	Return Date: January 2020

REPORT #:	CPS18-21
DATE TABLED/REFERRED:	10/9/2018
SUBJECT:	Update on Taxicab Licences
MOTION:	A report with additional information and statistics on Seasonal Taxicab Licences through a lottery system be brought back to the Community and Protective Services Committee meeting in September 2019.
DIVISION/DEPARTMENT:	City Solicitor
COMMENT:	Return Date: June 2020

REPORT #:	MN19-19
DATE TABLED/REFERRED:	10/28/2019
SUBJECT:	Councillor Joel Murray: Cycling Safety
MOTION:	That this matter be referred to Administration for a report to the Community and Protective Services Committee in Q1 of 2020 with additional information that includes options, implications, protective gear such as helmets etc., and consultation with other municipalities related to implementing a fine structure and enforcement bylaw respecting cycling safety.
DIVISION/DEPARTMENT:	Roadways & Transportation
COMMENT:	Return Date: March 31 2020

**EXECUTIVE COMMITTEE
PUBLIC LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 31, 2019**

REPORT #:	EX14-25
DATE TABLED/REFERRED:	7/9/2014
SUBJECT:	Proposed Amendments to the Public Notice Bylaw No. 2003-8, Regina Zoning Bylaw No. 9250 and Subdivision Bylaw No. 7748
MOTION:	That this item be referred back to the Administration to the October 22, 2014 meeting of Executive Committee for a report outlining the implications of the policy concerns noted in the discussion by the Committee.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: June 30 2019

REPORT #:	EX17-26
DATE TABLED/REFERRED:	9/13/2017
SUBJECT:	Safety in School Zones
MOTION:	That a special committee consisting of City of Regina (City) traffic staff, Regina Public and Separate School Boards, Regina Police Services (RPS), Saskatchewan Government Insurance (SGI), Canadian Automobile Association (CAA), Saskatchewan Safety Council, and parent representatives provide recommendations for future consideration by Executive Committee in Q2 of 2018.
DIVISION/DEPARTMENT:	Citizen Services
COMMENT:	Return Date: Addressed by EX18-16 March 31 2019 and EX19-9 February 13, 2019 Remove from list at end of 2019

REPORT #:	EX18-13
DATE TABLED/REFERRED:	6/13/2018
SUBJECT:	Amendment to Charge for Intensification
MOTION:	That the Administration report back in one year after the policy has been implemented
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: December 31 2020

**EXECUTIVE COMMITTEE
PUBLIC LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 31, 2019**

REPORT #:	CR18-104
DATE TABLED/REFERRED:	11/26/2018
SUBJECT:	Council Remuneration
MOTION:	That Administration report back to Executive Committee in Q1 of 2019 outlining the process on how to establish a Salary Review Commission to address the City Council remuneration structure.
DIVISION/DEPARTMENT:	Office of the City Clerk
COMMENT:	Return Date: March 31, 2019

REPORT #:	CR19-3
DATE TABLED/REFERRED:	1/28/2019
SUBJECT:	Vehicles for Hire Regulatory Framework
MOTION:	That Administration return with a report, one year from the implementation date of ridesharing, that includes impacts of ridesharing and options for distribution and allocation of money collected from the \$0.07 accessibility surcharge.
DIVISION/DEPARTMENT:	Legal Department
COMMENT:	Return Date: March 31, 2020

REPORT #:	EX19-24
DATE TABLED/REFERRED:	6/12/2019
SUBJECT:	Councillor Lori Bresciani: Regulation of Massage Parlours
MOTION:	That this report be tabled to a future meeting to be determined by the City Clerk.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: Addressed by PPC19-7 June 20, 2019 PPC meeting. Remove from list at end of 2019

REPORT #:	EX19-31
DATE TABLED/REFERRED:	8/7/2019
SUBJECT:	Council and Committee Report Templates
MOTION:	That this report be tabled to a future meeting to be determined by the City Clerk.
DIVISION/DEPARTMENT:	City Clerk's Office
COMMENT:	Return Date: Addressed by PPC19-8 August 28, 2019 PPC meeting. Remove from list at end of 2019

REPORT #:	EX19-39
DATE TABLED/REFERRED:	12/4/2019
SUBJECT:	Residential Short Term Accommodation (Homestay)
MOTION:	That this report be referred back to Administration to bring forward a report in Q2 2020 that outlines the legal aspects of secondary properties, best practices, licensing fees, zoning, taxation, bylaw enforcement, cost of garbage and utilities, parking, safety and human trafficking implications.
DIVISION/DEPARTMENT:	
COMMENT:	Return Date: 30-Jun-20

REPORT #:	MN17-10
DATE TABLED/REFERRED:	7/31/2017
SUBJECT:	Councillor Stevens: Access Without Fear City
MOTION:	<ol style="list-style-type: none"> 1. That the Sanctuary Cities/Access Without Fear motion and all delegations' comments, be referred to those orders of government responsible for immigration and refugee settlement services for follow-up and response; namely, the federal minister of immigration, the provincial minister of immigration, including the Honourable Ralph Goodale, FCM and SUMA. 2. That this referral be accomplished through a letter, which contains a copy of the taping of the July 31, 2017 City Council meeting, from the Mayor on behalf of City Council. 3. That a report be provided to Executive Committee in Q3 of 2018 of any response that is received.
DIVISION/DEPARTMENT:	City Manager
COMMENT:	Return Date: Addressed by EX19-7 February 13, 2019 PPC meeting. Remove from list at end of 2019

REPORT #:	MN19-15
DATE TABLED/REFERRED:	9/30/2019
SUBJECT:	Mayor and City Council: National Inquiry into the Missing and Murdered Indigenous Women and Girls
MOTION:	That the City of Regina Council directs Administration to report to Executive Committee by Q3 of 2020 on potential actions and initiatives, as they relate to municipalities, supported by Indigenous leaders, in support of the work of the National Inquiry into the Missing and Murdered Indigenous Women and Girls.
DIVISION/DEPARTMENT:	
COMMENT:	Return Date: September 30 2020

REPORT #:	MN19-20
DATE TABLED/REFERRED:	11/25/2019
SUBJECT:	Councillor Lori Bresciani and Councillor Andrew Stevens: Increasing Civilian Members on the Board of Police Commissioners
MOTION:	<p>that Administration prepare a report for Executive Committee in Q2 of 2020 on the following:</p> <ol style="list-style-type: none"> 1. The process for expanding the membership on the Board of Police Commissioners; 2. A comparison with other major Western Canadian cities respecting: <ol style="list-style-type: none"> a. the ratio of citizen members to elected members on Boards of Police Commissioners; b. of criteria that aligns with City Council's Policy Statement respecting Strengthening Eligibility and Diversity Requirements which represents our community; c. how are members appointed and by whom; and d. the number of consecutive terms a member can serve on the board. 3. That the Board of Police Commissioners be consulted as part of this review.
DIVISION/DEPARTMENT:	
COMMENT:	Return Date: 30-Jun-20

**FINANCE AND ADMINISTRATION COMMITTEE
PUBLIC LIST OF OUTSTANDING ITEMS
DECEMBER 31, 2019**

There are no outstanding items.

**MAYOR'S HOUSING COMMISSION
PUBLIC LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 31, 2019**

REPORT #:	MHC19-9
DATE TABLED/REFERRED:	11/12/2019
SUBJECT:	Housing Incentives Policy Review
MOTION:	That Administration complete a review and return to the Mayor's Housing Commission in 2 years with an update on the Housing Incentive Policy.
DIVISION/DEPARTMENT:	Parks, Recreation, & Cultural Services
COMMENT:	Return Date: 12-Nov-21

**PRIORITIES AND PLANNING COMMITTEE
PUBLIC LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 31, 2019**

REPORT #:	PPC19-7
DATE TABLED/REFERRED:	6/20/2019
SUBJECT:	Regulation of Massage Parlours
MOTION:	That a Supplemental Report be prepared which outlines the licensing, enforcement and legal implications respecting Option B (licensing regime) and Option D (ban), as well as the engagement undertaken with Indigenous groups and academic experts for consideration by City Council at a future meeting to be determined by the City Manager.
DIVISION/DEPARTMENT:	Corporate Strategy & Performance
COMMENT:	Return Date: 23-Sep-19

REPORT #:	PPC19-9
DATE TABLED/REFERRED:	10/23/2019
SUBJECT:	Civic Art & Cultural Collections Policy
MOTION:	That Administration bring forward a report on the impacts of this policy in two years.
DIVISION/DEPARTMENT:	Parks, Recreation, & Cultural Services
COMMENT:	Return Date: 31-Oct-21

REPORT #:	PPC19-13
DATE TABLED/REFERRED:	11/20/2019
SUBJECT:	Zoning Bylaw Regulations for Massage Parlours
MOTION:	That allowing massage parlours as a permitted use exclusively in industrial zones IL and IH, be approved and that Administration report back within one year on any impacts of this change.
DIVISION/DEPARTMENT:	City Planning & Community Development
COMMENT:	Return Date: 20-Nov-20

**PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE
LIST OF OUTSTANDING ITEMS
DECEMBER 31, 2019**

REPORT #:	PWI18-13
DATE TABLED/REFERRED:	6/7/2018
SUBJECT:	Solid Waste Curbside Collection Services Funding Policy
MOTION:	That the Administration bring back a report to this committee outlining the details of cost per household for garbage collection and billing details to the October 11, 2018 Public Works and Infrastructure meeting.
DIVISION/DEPARTMENT:	Citizen Services
COMMENT:	Return Date: Q3 2021

REPORT #:	MN19-8
DATE TABLED/REFERRED:	6/24/2019
SUBJECT:	Councillor Andrew Stevens: Clean Streets
MOTION:	<p>That Administration prepare a report for Public Works and Infrastructure for Q4 of 2019 that:</p> <ol style="list-style-type: none"> 1. Identifies a strategy of improving public communications and engagement (i.e., signage) about the street cleaning schedule; 2. Identifies the costs and cost recovery options related to towing vehicles in all areas of the City when scheduled street sweeping is underway; 3. Identifies additional deterrents and incentives that could result in residents moving their vehicles during scheduled street sweeping; and 4. Identifies the costs of adding an additional street sweeping during the year.
DIVISION/DEPARTMENT:	Roadways & Transportation
COMMENT:	Return Date: Q4 2019 Addressed through PWI19-18 on December 12, 2019. Remove at end of 2020.

REPORT #:	MN19-9
DATE TABLED/REFERRED:	6/24/2019
SUBJECT:	Councillor Andrew Stevens: Safe Sidewalks
MOTION:	That Administration prepare a report for Public Works and Infrastructure for Q4 of 2019 that: <ol style="list-style-type: none"> 1. Identifies the costs and implications of working towards sidewalk replacement within a reasonable amount of time of the completion of work related to the sidewalk's initial excavation; and 2. Identifies the costs of short-term mitigation efforts to work towards walkability (i.e., asphalt capping) to be completed immediately after sidewalk demolition when underground work is not being conducted, and in advance of a full replacement.
DIVISION/DEPARTMENT:	Roadways & Transportation
COMMENT:	Return Date: Addressed through PW19-18 on December 12, 19. Remove at end of 2020.

REPORT #:	MN19-10
DATE TABLED/REFERRED:	8/26/19
SUBJECT:	Councillor Lori Bresciani: Drainage and Lot Grading Regulations
MOTION:	That Administration prepare a report for the Public Works and Infrastructure Committee in Q4 of 2020: <ol style="list-style-type: none"> 1. with a commercial, industrial, and residential greywater strategy; and 2. that the strategy include a focus on City-owned and operated facilities.
DIVISION/DEPARTMENT:	Roadways & Transportation
COMMENT:	Return Date: Q4 2020

REPORT #:	MN19-14
DATE TABLED/REFERRED:	9/30/2019
SUBJECT:	Councillor Andrew Stevens and Councillor Jason Mancinelli: Greywater Strategy
MOTION:	That Administration prepare a report for the Public Works and Infrastructure Committee in Q4 of 2020: <ol style="list-style-type: none"> 1.with a commercial, industrial, and residential greywater strategy; and 2.that the strategy include a focus on City-owned and operated facilities.
DIVISION/DEPARTMENT:	Water, Waster & Environmental Services
COMMENT:	Return Date: Q4 2020

REPORT #:	PWI19-18
DATE TABLED/REFERRED:	12/12/2019
SUBJECT:	Safe Sidewalks
MOTION:	That this item be referred to Administration for a report in Q2 of 2020 that includes an update on a sidewalk priority system and recommendations for improving sidewalk accessibility for consideration during the 2021 budget process.
DIVISION/DEPARTMENT:	Roadways & Transportation
COMMENT:	Return Date: Q2 2020

REPORT #:	PWI19-19
DATE TABLED/REFERRED:	12/12/2019
SUBJECT:	Clean Streets
MOTION:	That this item be referred to Administration for a report in Q2 of 2020 outlining: <ul style="list-style-type: none"> – an improved communication strategy; – the cost of an additional street sweep; – making the cost of towing and ticketing full cost recovery; and – the implications of summer maintenance street sweeping.
DIVISION/DEPARTMENT:	Roadways & Transportation
COMMENT:	Return Date: Q2 2020

**REGINA PLANNING COMMISSION
LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 31, 2019**

REPORT #:	RPC10-5
DATE TABLED/REFERRED:	2/24/2010
SUBJECT:	Cell Phone Towers
MOTION:	This communication be referred to the Administration for a report on guidelines and/or principles for cell phone towers on City of Regina property.
DIVISION/DEPARTMENT:	City Planning & Development
COMMENT:	Return Date: Cell towers are within federal jurisdiction, but the federal approval process allows municipalities to file a protocol document outlining expectations on community consultation and a process for selecting tower locations that providers must follow. A report to City Council to determine the level of City involvement in cell tower development is planned for Q4 2020.

REPORT #:	MN12-1
DATE TABLED/REFERRED:	1/23/2012
SUBJECT:	Sustainable Commercial and Industrial Buildings Incentive Program
MOTION:	That City Council instruct the Administration to prepare a report, as part of the Design Regina process, which: <ul style="list-style-type: none"> 1. considers emerging best practices 2. Incorporates any relevant legal considerations 3. Includes stakeholder input; and provides recommendations for how the city could incent or encourage the development community to incorporate green, sustainable best practices in future commercial and industrial construction projects.
DIVISION/DEPARTMENT:	TBD
COMMENT:	Return Date: Pending determination of corporate lead.

REPORT #:	RPC15-31
DATE TABLED/REFERRED:	6/3/2015
SUBJECT:	Application for Sale of Dedicated Lands (15-SD-01) Portion of Qu'Appelle Park - 1301 Parker Avenue
MOTION:	That Administration conduct a review of the policy related to the sale of parcels of City land for the installation of cell towers, including the size of the parcel and related setbacks, as well as any related Bylaw changes that may be required.
DIVISION/DEPARTMENT:	City Planning & Development
COMMENT:	Return Date: To be included in report to City Council to determine the level of City involvement in cell tower development. Q4 2020.

REPORT #:	CR19-83
DATE TABLED/REFERRED:	9/30/2019
SUBJECT:	Discretionary Use Application (19-DU-07) Proposed Residential Homestay – 3118 Albert Street
MOTION:	That this matter be referred to Administration for regulations and a licensing policy framework to be brought forward to Regina Planning Commission by Q1 of 2020.
DIVISION/DEPARTMENT:	Planning & Development Services
COMMENT:	Return Date: March 31, 2020